

Skills/ability/experience	Essential	Desirable	On start
Qualifications			
Good standard of literacy – GCSE English (A-C) or (4+)	✓		✓
Good standard of numeracy – GCSE maths (A-C) or (4+)	✓		✓
Capable of working to level 4 standard		✓	✓
Level 3 qualification	✓		✓
IT proficiency and skills			
Proficiency in Microsoft Word	✓		✓
Proficiency in Microsoft Excel	✓		✓
Able to communicate succinctly by email	✓		✓
Employment related skills			
Excellent organisational skills	✓		✓
Able to communicate effectively with students	✓		✓
Good customer skills (including respect/ communication/ helpfulness/ presentation)	✓		✓
Good attention to detail and high level of accuracy	✓		✓
Ability to work effectively as a member of a team	✓		✓
Ability to create and follow administrative processes	✓		✓
Openness to learning	✓		✓
Specific skills for the role			
Ability to maintain a caseload of students with support needs and a schedule of tutorials	✓		✓
Ability to both represent to team within allocated curriculum areas and directly act on SEND referrals	✓		✓
Ability to operate within the SEND Code of Practice to ensure students are fully supported	✓		✓
Understanding of assessing support needs and planning a support programme	✓		✓
Experience of using strategies to support students to achieve and complete and to maintain appropriate records	✓		✓
An understanding of preparation to adulthood themes and a mindset to ensure opportunities are created and exploited to enable students to progress		✓	