**PERSON SPECIFICATION**

**EHCP CO-ORDINATOR**

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| **Attributes** | **Essential** | **Desired** |
| ***Qualifications and Training*** | *Level 4 qualification*  *Or*  *SENCo qualification and experience*  *Or*  *Considerable experience in the field of SEN work* |  |
| ***Knowledge and Experience*** | Excellent Administrative skills.  Excellent written and oral communication skills  Ability to build strong and lasting relationships with parents/carers, teachers and external agencies  Knowledge of the SEND Code of Practice 2014.  An understanding of ‘safeguarding’ and a commitment to creating a safe learning environment  Experience of monitoring and processing information  Experience of working with targets.  Experience of robust evidence gathering. | Extensive knowledge of the EHCP review process and associated documentation.  Knowledge of Local Authority duties under the SEND Code of Practice 2014  Experience of liaising with external agencies.  Ability to motivate and raise aspirations of others. |

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| ***Skills and Abilities*** | Good interpersonal skills.  Awareness of learners’ needs.  Ability to effective chair meetings to time scales.  Effective time management skills and ability to work to deadlines.  Ability to work independently and within a team.  Strong IT skills. |  |
| ***Other*** | Demonstrates a knowledge, understanding and personal commitment to safeguarding and creating a safe learning environment for all learners.  Demonstrates a knowledge, understanding and personal commitment to promoting equality and celebrating diversity.  Ability and willingness to work flexibly in relation to working hours, days and location. |  |