

# PERSON PROFILE



<b>POST TITLE: ENGAGEMENT AND LEARNING COORDINATOR</b>	<b>Essential</b>	<b>Desirable</b>
<b>General Qualifications &amp; Training</b>		
GCSEs in English & Mathematics at Grade C (or equivalent Level 2) / evidence a good standard of literacy / numeracy	✓	
Relevant qualification at Level 3 (or equivalent)		✓
Previous training on the relevant learning strategies, e.g. literacy, ASD, ADHD etc.		✓
Counselling or similar qualification		✓
Commitment to attend appropriate training and development, taking ownership of personal development and being willing to pursue development opportunities	✓	
<b>Experience</b>		
Experience of working with children and young people and their families	✓	
Experience of working with children and young people with social emotional and mental health difficulties	✓	
A willingness to develop a range of approaches to develop the engagement of young people in learning	✓	
Recent relevant experience of an educationally inclusive environment		✓
Experience of working in a school environment		✓
An understanding of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.	✓	
<b>Skills, Knowledge &amp; Aptitudes</b>		
Able to remain calm under pressure	✓	
Able to work positively with children who have a range of SEN needs without confrontation or conflict	✓	
Able to work positively with families and to engage their support to improve engagement and make progress	✓	
Able to work with teaching staff to develop strategies for young people in the classroom	✓	
Basic knowledge and ability in use of standard Microsoft office software applications such as Word, Excel, email and internet	✓	

Commitment to the promotion of positive values, attitudes and behaviour	✓	
Knowledge of SEN code of practice and Statutory Frameworks relating to SEN	✓	
<b>Personal Attributes</b>		
A mature and flexible outlook with a 'can-do' attitude	✓	
Excellent oral and written communication skills	✓	
Well-developed interpersonal skills - able to deal effectively with a wide range of people at all levels	✓	
Discrete when dealing with sensitive and / or confidential matters	✓	
Excellent time management / prioritisation skills	✓	
Able to engage, interest and motivate young people	✓	
Able to work independently and as part of a team, and use own initiative	✓	
Listens to others' points of view, seeks feedback and deals with it constructively, shares knowledge and good practice, adaptable to change for improvement.	✓	
<b>Other Requirements</b>		
A pragmatic 'can-do' and flexible approach to tasks with an ability to ensure work is completed to the appropriate standards required	✓	
Good sickness/attendance record in current/previous employment (not including absences resulting from disability)	✓	
No serious health problem which is likely to impact upon job performance (which cannot be accommodated by reasonable adjustments)	✓	
Full driving licence		✓
Appointment of the successful applicant will be subject to satisfactory DBS disclosure at an enhanced level (further information can be found at <a href="http://www.disclosure.gov.uk">www.disclosure.gov.uk</a> ).	✓	