

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
Qualifications:			
A good level of education to include GCSE (or equivalent) Grade C or above in Maths and English	E		✓
Level 2 qualification or equivalent in the relevant field or applicable experience.	D	✓	
Experience:			
Experience of working in a school or similar establishment	D	✓	
Knowledge of procedures for preparation of resources/ materials (ie printing, photocopying etc..)	D	✓	✓
Knowledge, Skills and Abilities:			
Effective oral/written communication skills	E	✓	✓
Ability to follow instructions and direction. While also able to use initiative to identify and raise concerns/risks.	E		✓
Accuracy and attention to detail	E	✓	✓
Good time keeping	E	✓	✓
Able to relate to academic staff, students, and other stakeholders.	D		✓
Knowledge of the SEND code of practice	D	✓	✓
Excellent communication skills, both verbal and written, including the effective communication skills with students	E	✓	✓
Ability to use technology to a basic level – e.g. computer, video, photocopier etc.	E	✓	
Enthusiastic and committed to meeting the needs of students	E	✓	✓
Further Requirements:			
Ability to work as part of a team or alone if necessary	D	✓	✓
Discrete and able to maintain the confidentiality of information	E		✓
Knowledge and foundation understanding of Safeguarding and the welfare of children and young persons.	E	✓	✓
Willingness to undertake development and training relevant to the role, when required.	D		✓

The College is committed to the safeguarding and wellbeing of students and expects all staff to share in this responsibility. You will be required to work under child protection screening, including enhanced DBS clearance and full reference checks with previous employers.

Job Description produced by Executive Head teacher, July 2021