|  |
| --- |
| **Learning Resource and Literacy Co-ordinator** **Person Specification** |
|  | Essential | Desirable |
| **Education & Training** | 5 GCSE’s or equivalent, to include English and Maths.Must be IT literate. | Post 16 Higher Education, Teaching Assistant or Degree level qualificationFirst Aid certificate |
| **Experience** | Recent experience of working with children in an educational setting.  | Knowledge and/or experience of working with children with SEND or literacy difficulties. |
| **Skills & Attributes** | Effective communication skills.Effective organisational skills.Effective time management skills.Good understanding of the principles of child development and the learning process.Ability to produce documents to a high standard.Accurate and thorough approach.  |  |
| **Personal Attributes** | Able to use initiative.Respects confidentiality.Professional communication skills.Flexible and motivated team member.Quick and enthusiastic learner.Willing to attend courses to update knowledge/skillsPortrays a professional image at all times. |  |
| **The person appointed is expected to fulfil the above requirements** |