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| **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 qualification  First 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/skills  Portrays a professional image at all times. |  |
| **The person appointed is expected to fulfil the above requirements** | | |