

## **PERSON SPECIFICATION**

### **SESSION COORDINATOR**

#### **ESSENTIAL CRITERIA**

**Qualifications:**

Care Certificate or equivalent (will need to be completed as part of probation).

**Experience:**

One year's experience in a teaching / day service environment.

**Knowledge of:**

Autism and Learning Disability

Cognitive language numeracy and literacy development

**Skills in:**

- Working with people with learning disabilities and other associated disabilities.
- Planning and evaluating a person's learning.
- Excellent verbal and written skills.
- Assessing level of functioning.

**Able to:-**

- Communicate effectively with colleagues both within the organisation and within the community.
- Work well as part of a team.
- Use your own initiative.
- Work flexibly within a range of different environments.
- Be prepared to work with people who may challenge the service.
- Liaise with parents and carers.

#### **DESIRABLE CRITERIA**

**Qualifications: -**

- Level 2 in Autism, learning disabilities and / or epilepsy
- Be prepared to study for a teaching qualification e.g. level 3 award in education and training

**Experience: -**

- Teaching in a variety of settings.
- Working with a wide range of ability levels.
- Line managing / mentoring staff.

**Knowledge of:-**

- Various medical conditions including epilepsy, diabetes etc.
- Safeguarding
- Code of Conduct
- Duty of Care

**General:**

- Driver required. (21+, driving 2 years)