

Wilson Stuart University College Birmingham Partnership Trust

PERSON SPECIFICATION

Job Title: Placement Co-ordinator Grade: Gr 5

Method of Assessment (MOA)

AF = Application Form I = Interview T = Test or Exercise P = Presentation

| CRITERIA | ESSENTIAL | MOA |
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| EXPERIENCE | Experience of supporting students with special educational | AF/I |
| (Relevant work and other | needs in a classroom environment. | |
| experience) | Experience of working in Further Education (desirable). | AF/I |
| | Experience of using Information Technology to support students in the classroom. | AF/I |
| SKILLS AND ABILITIES | Some industrial experience. | AF/I |
| (Eg Written communication skills, dealing with the public) | A good standard of education particularly in English and Mathematics. | AF/I |
| | Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment. | AF/I |
| | Knowledge of SEN Code of Practice. | AF/I |
| | Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are | AF/I |
| | appropriate to the age and development stage of the students. | AF/I |
| | Ability to provide classroom cover – with agreed parameters – in the absence of the Programme Manager. Ability to provide classroom cover – with agreed parameters – in the absence of the Programme Manager. | AF/I |
| | Ability to consistently and effectively implement agreed behaviour management strategies. | AF/I |
| | Ability to use language and other communication skills that students can understand and relate to. | AF/I |
| | Ability to establish positive relationships with students and empathise with their needs. | AF/I |
| | Ability to demonstrate active listening skills. Ability to provide levels of individual attention, | AF/I |
| | reassurance and help with learning tasks as appropriate to students' needs, encouraging the students to stay on task. | AF/I |
| | Ability to monitor the students' response to the learning activities and, where appropriate, modify or adapt the activities to achieve the intended learning outcomes. | AF/I |
| | Ability to carry out and report on systemic observations of students' knowledge understanding and skills. | AF/I |
| | Ability to assist in the recording of assessments relevant to the learning outcomes. | AF/I |
| | Ability to offer constructive feedback to students to reinforce self-esteem. | AF/I |
| | Ability to work effectively and supportively as a member of the college team. | AF/I |



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| | Ability to work within and apply all college policies e.g. Behaviour Management, Safeguarding, Health and Safety, Equal Opportunities. | |
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| TRAINING | Willingness to participate in further training and developmental opportunities offered by the college to further knowledge. | AF/I |
| EDUCATION/QUALIFICATI ONS NB Full regard must be paid to overseas qualifications | NVQ Level 3 for Teaching Assistants or above (Essential). Work Based Learning Assessor (desirable). | AF/I |
| OTHER | Full clean driving licence and willingness to drive a college minibus Willingness to maintain confidentiality on all college matters A flexible and positive attitude Competent and organised Patient Reliable and punctual Enjoy working with young adults | AF/I |
| SAFEGUARDING | Enhanced DBS is essential This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role | |

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE COLLEGE'S EQUAL OPPORTUNITIES POLICY