

PERSON SPECIFICATION: Keyworker

REQUIREMENTS	ESSENTIAL CRITERIA Brackets indicate how this will be verified, i.e. (F), (I), (R), (C)	DESIRABLE CRITERIA Brackets indicate how this will be verified, i.e. (F), (I), (R), (C)
Qualifications/ Education	<p>(1.1) Minimum of NVQ Level 2 (equivalent to 4/5 GCSEs, A* to C or new Grade 4 or above)</p> <p>(1.2) Ability to read and write clearly and accurately in order that meaning is understood and conveyed</p>	Evidence of CPD or further training in a related field
Work or other relevant experience	<p>(2.1) Experience of dealing with individuals with special educational needs or disabilities, in particular ASC</p> <p>(2.2) Experience of working with individuals who have behaviour and/or communication difficulties/disabilities</p> <p>(2.3) Experience of contributing to individuals' records or annual reviews</p>	Experience of using TEACCH (structure) methods
Skills and Abilities	<p>(3.1) Ability to follow verbal and written instructions</p> <p>(3.2) Ability to record clear and concise observations of students</p> <p>(3.3) Ability to work positively and supportively with pupils who exhibit complex and difficult behaviours</p> <p>(3.4) Ability to develop good, collaborative working relationships with colleagues, parents and other professionals</p> <p>(3.5) Demonstrate an understanding or empathy for students with special educational needs, in particular ASC</p> <p>(3.6) Ability to produce teaching materials</p>	

General competencies	<p>(3.7) Ability to carry out manual tasks such as personal care, auxiliary medical care and ability to manage difficult behaviours (under guidance)</p> <p>(3.8) Ability to deal with pupils' basic health and hygiene needs</p> <p>(3.9) Willingness to support pupils on a range of curriculum activities and therapies in the home, school and community settings</p> <p>(3.10) Basic knowledge of ICT packages such as Microsoft Office (Word and Excel)</p> <p>(3.11) Good time keeper</p> <p>(3.12) Able to swim or ability to support pupils in shallow water</p> <p>(3.13) Good literacy and written skills facilitating precise record keeping and other paperwork associated with the role</p> <p>(3.14) Able to work as part of a team</p> <p>(3.15) Willing to attend training</p> <p>(3.16) Willing to work flexible hours</p>	<p>Able to drive</p> <p>Recent first aid qualification</p>
Equal Opportunities	<p>Understanding of and commitment to the School's Vision, Value and Aims, Equal Opportunities and Child Protection as they relate to staff and pupils</p>	
Disqualifying Factors	<p>Indication of sexist, racist, and anti-disability attitudes or any other attitudes inconsistent with wither the Council's Equal Opportunities Policy or the School's Safeguarding Children and Safer Recruitment policies and procedures</p>	

Criteria will be verified by: F = Form I = Interview R = References C = Certificate