

Person Specification for Employability Coach

	Essential	Desirable	Assessed via		
Qualifications					
A relevant education, or training qualification at level 3 (e.g. Supporting Teaching & Learning in Schools, IQA, Trainer Assessor)	✓		Application form		
Level 2/GCSE grade C or above in English and maths and ICT	✓		Application form Certificates checked at Interview		
Has attended Training in Systematic Instruction (TSI)		✓	Application form Certificates checked at Interview		
Experience					
Experience working in a specialist College or special school	✓		Application form		
Experience working with adults or young people with disabilities/SLD/ASD	✓		Application form & Interview		
Experience working in Retail, Horticulture, Facilities or food environments		✓	Application form & Interview		
Experience of supporting adults or young people in a work based environment		✓	Application form & Interview		
Experience of delivering travel training		✓	Application form & Interview		
Knowledge and Skills					
Understands the needs of students with learning difficulties	✓		Interview		
Understands the needs of autistic students	✓		Interview		
Able to use teaching methods; TEACCH		✓	task		
Able to use communication approaches; PECs, Makaton, AAC	✓		task		
Able to, speak and write in grammatically correct English	✓		Interview & task		
Able to use ICT effectively and develop practise where needed so that you can use In print, PowerPoint, word and emails	✓		Task		
Ability to speak more than one language		✓	Interview		
Able to drive a minibus		✓	Interview		
Understands safeguarding procedures relating to the role	✓		Interview		
Aware of the requirements of accreditation at entry level	✓		Task		
Personal Qualities					
The candidate is willing to put our students needs at the centre of all they do at work	✓		Interview		
Have the upmost respect for our students as adult and are able to demonstrate and model professionalism within their role	✓		Interview & task		
Excellence record in both attendance and punctuality. Not in Management of Absence process	✓		Reference		
Able to work in a team, taking a leading role and supporting less experienced team members	✓		Interview		

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Able to work under own initiative when the situation demands this	✓		Task		
Sensitivity to the challenges faced by students, staff and families	✓		Task		
Approachable, polite and professional	✓		Interview		
Resilient. Able to meet demands of a challenging high pressured environment and deal with emergencies when required.	✓		Interview		
Flexible. Able to manage last minute changes when required.	✓		Interview		
Physically fit enough to carry out all aspects of the role which may include hoisting pupils and carrying out physiotherapy programmes and providing personal care and toileting	✓		Interview		
High expectations of self and others	✓		Interview		
Well-groomed and presented in line with requirement of the role	✓		Interview		
Discretion in everyday working life and in particular in dealing with confidential pupil information	✓		Interview		
Willing to undertake training and other CPD activities in order to further develop the specialist skills needed for the role	✓		Interview		
Committed to the principle of encouraging young people to progress and work towards independence	✓		Interview		
Willing to participate in full range of curriculum activities	✓		Interview		
Sense of humour and positive attitude to daily challenges	✓		Interview		
Committed to equality of opportunity for all	✓		Interview		