

Person Specification

Role	Referral & Intervention Team Assistant
Service	R.E.A.L. Education Ltd
Location	Various Locations
Accountable to	Referral Team Manager

Knowledge	Essential	Desirable
An understanding of the speech language and communication difficulties faced by young people and vulnerable adults with additional educational needs and current issues and practice in relation to this.	X	
An understanding of the relevant legislation and statutory guidance relating to the education of young people and vulnerable adults with additional educational needs.	X	
Knowledge of the variety of different assessment methods employed by statutory and voluntary agencies, education providers and some understanding regarding how to analyse information and use in planning programmes of support.	X	
Knowledge of how to administer contemporary assessments in an education, health or social care field		X
Experience		
Two years experience of working with children, young people or vulnerable adults in an education, health or social care setting	X	
Demonstrate experience of working in a pastoral or support role with individual learners and in small groups	X	
Assessing the needs of young people or vulnerable adults, including how to translate baseline information into realistic programmes of provision and/or support	X	
Producing good quality data for School Evaluation Frameworks		X
Delivery of a variety of different assessments (either statutory or voluntary), planning and reviews to young people and vulnerable adults with additional needs.		X

Skills		
Work collaboratively within multi-agency environments reviewing young people or vulnerable adults expected progress and utilising good case management skills	X	
Demonstrate a wide variety of ICT skills (e.g. in particular the products associated with Google+) including recording information on databases and use of MIS systems	X	
Ability to plan and prepare innovative and creative activities to re-engage reluctant learners and work on own initiative	X	
Able to demonstrate effective communication skills	X	
Able to negotiate and deliver realistic packages of support with commissioners, young people, vulnerable adults and their families effectively, and in accordance with agreed provision through the Referral and Assessment Coordinators		X
Education and Training		
To hold a minimum of a level 3 qualification in an education, health or social care area	X	
To be able to produce evidence of previous continuous professional development (e.g. safeguarding training)	X	
Able to produce evidence of achieved/working specialised training in a relevant field (e.g. L3 ASD Training, AIM Assessment)	X	
Qualities		
Must hold a UK driving licence and have access to a legal road worthy vehicle	X	
Must adhere to all Real Education Ltd, Real Independent School and Real Alternative Provision School policies, procedures and practices	X	
Be committed to delivering holistic family interventions and providing ongoing positive outcomes to children, young people and vulnerable adults	X	

Where internal employees do not meet particular essential criteria but have proven outstanding performance the organisation reserves the right to further progress their application

