

## Qualifications



### Essential

- Maths and English at Level 2 or GCSE Grade C or a willingness to work towards within an agreed timescale

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### Desirable

- Assistive Technology qualification or willingness to work towards as required for the role within the agreed timescale

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## Key skills

### Essential

- IT literate, proficient in Microsoft Office 365
- Able to keep accurate and legible records
- Ability to work proactively and innovatively under the guidance of the Curriculum Manager for Digital Engagement
- Ability to work autonomously
- Good written and verbal communication
- Excellent organisational and time management skills to work autonomously and use own initiative
- Good problem-solving skills.
- Ability to liaise/ communicate with Learners/ Families/Education Staff and other professional teams.
- Ability to measure outcomes and achievement of learners in using assistive technology

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### Desirable

- Ability to manage resources in an educational environment

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## Experience

### Essential

- Experience in the writing of reports
- Experience of working in a multidisciplinary team environment
- Experience of working with a range of disabilities/ conditions and impairments
- Experience in working in a busy team and assisting others at work.
- Experience in prioritising and managing tasks to meet objectives

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### Desirable

- Experience in using assistive technology to support post-16 Education
- Experience of training and /or coaching colleagues
- Experience in working within an education setting
- Experience in assessing the needs of individuals

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## Knowledge

### Essential

- Knowledge of different disability, condition/impairment types
- Knowledge of mainstream in-built accessibility tools in Office 365 and Apple devices
- Knowledge of the importance of record keeping, following policies and procedures and working within safe practices.
- Understanding of the importance of maintaining confidentiality
- Knowledge of safeguarding, equality, diversity and health and safety in the work place.
- Willingness to keep up to date with the changing landscape of technology

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## Person Specification

Job Title

**Assistive Technology Assistant**

### Desirable

- Knowledge of current trends in education and training, especially with regard to the provision of specialist support and inclusive learning and technology
- Knowledge of funding for educational settings

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### Other personal requirements

#### Essential

- Reliable
- Self-motivated
- Able to take direction
- Patient
- Empathetic
- Flexible
- Able to work within a term-time curriculum

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#### Desirable

- Access to a vehicle

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### ✓ How we intend to assess your match with our person specification

A Application Form

C Assessment Centre

I Interview