



Person Specification

Job Title **Assistive Technology Assistant**

Qualifications



Essential

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

A

Desirable

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

A

Key skills

Essential

- IT literate, proficient in Microsoft Office 365, including SharePoint
- 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
- Effective written and verbal communication
- Excellent organisational and time management skills
- Good problem-solving skills.
- Ability to liaise/ communicate with Learners/ Families/Education Staff and other professional teams.
- Ability to effectively use data to measure outcomes and achievement

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Desirable

- Ability to manage resources in an educational environment

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Experience

Essential

- Effective in the writing of reports
- Work in a multidisciplinary team (MDT)
- Worked with people with a range of disabilities/ conditions and impairments
- Work efficiently by prioritising and managing tasks to meet objectives

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Desirable

- Experience in using assistive technology to support post-16 Education
- Effectively trained and /or coached colleagues
- Worked within an education setting
- Effectively assessed 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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A/I

Desirable



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Assistive Technology Assistant

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|--|---|
| <ul style="list-style-type: none"> • Knowledge of current trends in education and training, regarding the provision of specialist support and inclusive learning and technology | I |
| <ul style="list-style-type: none"> • Knowledge of funding for educational settings | I |

Other personal requirements

Essential

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| <ul style="list-style-type: none"> • Person-centred approach | A/I |
| <ul style="list-style-type: none"> • Flexible | A |
| <ul style="list-style-type: none"> • Reliable | A |
| <ul style="list-style-type: none"> • Able to work within a term-time curriculum | A/I |

Desirable

- | | |
|---|---|
| <ul style="list-style-type: none"> • Access to a vehicle | A |
|---|---|

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

A Application Form

C Assessment Centre

I Interview