

BRIGHTON & HOVE CITY COUNCIL

PERSON SPECIFICATION

JOB TITLE: Communication Assistant

SCALE: Scale 5

DEPARTMENT: Children & Young People's Trust

SECTION: Swan Centre

CRITERIA	ESSENTIAL CRITERIA
Job related knowledge:	Knowledge of meeting the needs of students with special education needs and disabilities within a secondary school environment.
Skills and abilities:	<p>The ability to communicate and work effectively with parents, subject teachers and other professionals face to face and by using phone, email and contributing to written documentation.</p> <p>The ability to work effectively and supportively within a multi-disciplinary team and with other agencies.</p> <p>The ability to take responsibility for your own role within the team and act on your initiative.</p> <p>The ability to demonstrate positive, confident and sensitive management of students by valuing each student, encouraging and enabling each to fulfil his/her own potential.</p> <p>The willingness to be flexible, remain calm, exhibit a sense of humour and the ability to cope with change.</p>
Experience:	Experienced working with students with developmental language disorder (DLD), and/or with students with Autism Spectrum Condition (ASC) in a Secondary school environment.
Equal Opportunities:	Experience, which demonstrates commitment to equal opportunities.
Other Requirements:	<p>Willingness to undertake appropriate training.</p> <p>Flexibility to work on and off site to support alternative curriculum and learning</p>