

## Person Specification



- Awareness of issues relating to special educational needs and disability.
- Excellent written and face-to-face communication skills, including listening and negotiation.
- Diplomatic, problem-solving approach to disagreement.
- Ability to respond calmly to stressful situations.
- Ability to stay objective and impartial whilst supporting parents/carers.
- Non-judgemental approach when meeting and supporting parents/carers.
- Ability to operate independently.
- Ability to maintain personal boundaries.
- Ability to follow guidelines on confidentiality and data protection.
- Knowledge of the law relating to SEND, or the willingness to acquire such knowledge.
- Willingness to undertake training as well as ongoing supervision as required.
- Knowledge of Wokingham and ability to travel within Wokingham Borough.
- Good timekeeping (getting to meetings on time).