


## LETS Go! Administration, Accounts & Service coordinator

<p>Name: Michelle Slater</p>	<p>Email: mslater@letsgouk.org</p>
<p>Background:</p> 	<p>Michelle has a background both in management and in the educational arena. Michelle qualified as a BTEC Nursery Nurse and went on to work in a primary school as a Key Stage 1 LSA for several years. She worked with year 1 and 2 children, whilst also providing support to the junior classes. During this time she undertook several I.T. courses related to the primary setting.</p> <p>Michelle also completed a Professional &amp; Continuing Education course in Teaching Special Needs at Portsmouth University. The course studied;</p> <ul style="list-style-type: none"> <li>•Strategies for supporting learner’s individual needs, understanding the range of special educational needs and disabilities.</li> <li>•Investigating theories of learning and understanding their use to support learning.</li> <li>•Exploring assessment and its impact on learning</li> <li>•Social and emotional needs of students</li> <li>•Developing support for numeracy and literacy</li> </ul> <p>Michelle then went on to work in the business world. Her most recent position before joining our team was as General Manager. She was responsible for the recruiting, training and management of a large team of staff within the wholesale and retail industry – from warehouse operatives to sales managers. She was also responsible for planning and coordinating annual trade shows.</p> <p>Michelle now manages the administration duties, accounts, appointments, website &amp; social media for LETS Go! She has also been involved in the creation of a selection of resources used in Becky’s Language Intervention Programme.</p> <p>As well as working for LETS Go!, Michelle works with local Down syndrome charities Portsmouth DSA &amp; Stepping Stones DS. Her roles with these charities include co-ordinating school outreach service visits, co-ordinating therapy groups and managing annual training programmes. She liaises with schools, parents &amp; service providers in administering the charities’ services.</p>
<p>DBS &amp; Safeguarding:</p>	<p>Enhanced DBS check          NSPCC Safeguarding Training          NSPCC Safer Recruitment Training</p>