

### Assistant SENCO - Person Specification

	Essential	Desirable
<b>QUALIFICATIONS</b>		
• Teaching Assistant, Level 3	✓	
• A degree	✓	
• 5 GCSE A*-C (or equivalent) including English and Maths	✓	
<b>EXPERIENCE</b>		
• Working in a secondary school		✓
• Experience of providing outstanding support to a special educational needs department	✓	
• Experience of working as an Assistant SENCO, HLTA or Pastoral Manager		✓
<b>SKILLS, KNOWLEDGE AND APTITUDE</b>		
• Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts.	✓	
• Effective oral and written communication skills	✓	
• Good organisational and time management skills.	✓	
• Sound IT skills to support learning and maintain electronic information systems.	✓	
• Able to form and maintain appropriate professional relationships and boundaries with children and young people.	✓	
• Ability and willingness to work constructively as part of a team	✓	
• Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy.	✓	
• Ability to organise the classroom activities e.g. preparing and setting out resources and implementing strategies for T&L	✓	
• Is able to identify potential barriers to learning and then choose, implement and monitor appropriate strategies to overcome these barriers	✓	
• Can deliver effective learning support for pupil by adapting planning provided by teachers, to suit individual pupil needs	✓	
• Ability to deal with sensitive information in a confidential manner	✓	
• Ability to provide a good role model to young pupils	✓	
• Ability to work in partnership with parents and teachers	✓	
• Ability to use own initiative and work flexibly	✓	
<b>KNOWLEDGE</b>		
• Knowledge of current statutory requirements for special education	✓	
<b>EQUALITY AND DIVERSITY</b>		
• Understand and promotes the principles of equality and diversity	✓	
<b>SAFEGUARDING</b>		
• Understand and promote the principles of safeguarding children.	✓	
<b>OTHER</b>		
• Willingness to play an active part in school life.	✓	