**PERSON SPECIFICATION – ASSISTANT SENDCO**

Teachers Main Scale plus 1 SEN

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential**  | **Desirable**  | **Evidence** |
| **Qualifications**  |   |
| Educated to Degree level or equivalent  |  |  | AP & CT |
| Qualified Teacher status  |  |  | AP & CT |
| National Award for Special Educational Needs Coordination\* |  |  | AP & CT |
| Enhanced DBS Check  |  |  | AP & CT |
| Recent and Relevant CPD |  |  | AP & CT |
| Subject Specialism |  |  | AP |
| Level 3 Safeguarding  |  |  |  |
| **Experience** |
| Ability to use IT effectively. |  |  | AP & IN |
| Use IT to raise achievement and as a management tool.  |  |  | AP & IN  |
| High quality teaching to pupils of all abilities.  |  |  | AP OB & RF |
| Leadership Experience, including managing staff and pupils  |  |  | AP IN & RF |
| Excellent skills in managing student behaviour  |  |  | AP OB & RF |
| Demonstrable experience of improving student outcomes  |  |  | AP IN & RF |
| Experience as a form Tutor and or/ Pastoral work  |  |  | AP & IN |
| Willingness to support Extra Curricular Activities |  |  | AP & IN |
| **Skills**  |
| Personal  |
| Excellent communication and organisational skills  |  |  | AP IN & RF |
| Ability to work hard under pressure while maintaining a positive, professional attitude  |  |  | AP & IN |
| Ability to organise and prioritise workload and work on own initiative  |  |  | AP & IN |
| Good Interpersonal skills and the ability to work collaboratively, leading to professional development of staff.  |  |  | AP IN & RF |
| Ability to build and lead a team of professional people |  |  | AP IN & RF |
| Ability to manage the expectations of others, and any situations of conflict |  |  | AP IN & RF |
| Commitment to personal professional development  |  |   | AP & IN |
| Ability to be firm when needed, in managing the expectations of others. |  |  | AP & IN |
| A sense of humour that can lift the spirits of others, and diffuse tension in situations |  |  | IN |
| **Knowledge and Understanding**   |
| Knowledge of effective approaches to inclusion for students with statutory assessments. |  |   | AP & IN |
| Developing differentiated schemes of learning  |  |   | AP & IN |
| Knowledge of effective target setting and intervention strategies  |  |   | AP & IN |
| Effective strategies for supporting staff to improve teaching and learning  |  |   | AP & IN |
| Safeguarding requirements, processes and strategies |  |  | AP & IN |
| AP = Application, IN = Interview, CT = Certificates, OB = Observation and RF = References |