**PERSON SPECIFICATION – ASSISTANT SENDCO**

Teachers Main Scale plus 1 SEN

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| --- | --- | --- | --- |
|  | **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 | | | |