

Person Specification for the role of Assistant SENCo

Attributes	Requirements	Essential	Desirable
Education Qualifications	At least RQF L2 in English Language and Mathematics	✓	
	Qualified HLTA with experience in a secondary special school		✓
	Other professional development in the area of SEND		✓
	Up to date Safeguarding training		✓
Experience	Experience of working with students in KS3 & 4, with evidence of having achieved successful student outcomes	✓	
	Knowledge & understanding of how children learn	✓	
	Sound grasp of the concept of inclusive practice		
	Good knowledge of SEND Code of Practice	✓	
	Experience of working closely with parents in successful home-school partnerships that support pupils' needs	✓	
	Knowledge of issues relating to equal opportunities	✓	
	Knowledge & experience of using basic diagnostic tests for identifying specific needs	✓	
	Knowledge of current educational issues	✓	
Personal & Professional Skills & Knowledges	Skilled at making & sustaining positive relationships with children	✓	
	Able to stimulate children's interest in learning	✓	
	Able to work closely with pupils who are finding learning difficult, or those who have experienced a feeling of failure	✓	
	Able to work closely with other adults, offering them practical advice & strategies that assist them to overcome problems relating to the teaching of pupils with SEND	✓	
	Skilled at developing children's self-esteem & motivation so they become resilient, independent learners	✓	
	Capable of planning intervention work, accessing the needs and achievements of children & maintaining appropriate records	✓	
	Able to work closely with the wider school community in the development of provision for pupils with SEND	✓	
	Able to foster effective relationships with parents, communicate with them and encourage their active participation in their child's education	✓	
	Excellent written and oral communication skills	✓	
Personal Characteristics	Supportive of the school's excellent staff attendance and punctuality record	✓	
	Willingness to attend any relevant training opportunities	✓	
	Ability to drive and access to own transport	✓	