** Whitefield Primary School - Person Specification: Assistant SENCO**

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| **Characteristics** | **Essential** | **Desirable** | **Evidence** |
| **Qualifications** | GCSE or equivalent in Maths and English Grade C or above  Degree qualification or equivalent | Relevant teaching or SEND qualification | A,I  A |
| **Experience and Knowledge** | Knowledge of external agencies  Experience of using management information systems  Experience of working with young people in a school setting | Knowledge of all Attachment & Trauma sensitive practice  Experience of working with vulnerable pupils | A,I,R  A,I  A,I |
| **Skills** | Ability to undertake a variety of administrative functions  Ability to demonstrate knowledge and understanding of the SEND Code of Practice and legislation  Ability to work independently, prioritise workload, manage time effectively  Undertake self initiated CPD and training provided by the school  A commitment to the inclusive ethos of the school  An understanding of the practice of confidentiality in school  A commitment to safeguarding and promoting the welfare of children | Ability to demonstrate knowledge and understanding of using basic diagnostic tests for identifying specific needs | A,I  A,I  A,I,R  A,I  A,I  A,I  A,I |
| **Personal Attributes** | Good organisation skills  Ability to work as part of a team  Ability to communicate verbally and in writing with a range of people including parent/carers, staff, governors, visitors  Commitment to Quality First teaching and inclusive practices |  | A,I,R  A,I,R  A,I  A,I |