



Carlton le Willows Academy

Person Specification – Assistant SENCo

Criteria	Essential	Desirable	How Identified
Qualification/Training	<ul style="list-style-type: none"> • Five GCSEs at Grade C or equivalent • A Levels or equivalent 	<ul style="list-style-type: none"> • Honours degree or equivalent qualification • First Aid training 	Application form
Professional attributes	<ul style="list-style-type: none"> • Record of good attendance and punctuality • Hold positive values and have high expectations • Good knowledge and understanding of professional duties and responsibilities, particularly in the context of SEND • A demonstrable commitment to CPD and willingness to undertake exam and assessment access training • Excellent communication skills • Willing to act upon advice and feedback • Understanding of confidentiality • Experience working with partners and external organisations in a constructive and supportive context • Commitment to equal opportunities and securing good outcomes for pupils with SEND. 	<ul style="list-style-type: none"> • Successful completion of exams and assessment access training • HLTA qualified • ELSA trained 	Application form Interview References
Professional knowledge and understanding	<ul style="list-style-type: none"> • Experience of working with SEND people often with complex needs • A secure knowledge and understanding of mental health, social and emotional well being issues • Able to establish and maintain a supportive, co-operative, collaborative working environment • Work as a team member, managing their workload and sharing the development of effective practice • Understanding of and commitment to safeguarding, diversity, equality and inclusion 	<ul style="list-style-type: none"> • Experience of working with young people in an educational setting • Experience of exam and assessment access arrangements 	Application form Interview References

