

ASSISTANT SENCO-PERSONAL SPECIFICATION

JOB TITLE: Assistant SENCO

Essential key skills and abilities

These criteria will be assessed at the application and interview stage

- Ability to contribute effectively to teachers' planning and preparation of lessons
- Ability to contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests
- Ability to support teachers in evaluating pupils' progress through a range of assessment activities
- Ability to monitor pupils' responses to learning and modify approach accordingly
- Ability to contribute to the maintenance and analysis of records of pupils' progress
- Ability to communicate effectively and sensitively with pupils to support their learning
- Ability to work collaboratively with colleagues as part of the school team
- Ability to guide the work of other adults in the learning environment
- Ability to liaise sensitively and effectively with parents and carers, recognising their roles in pupils' learning
- Ability to recognise and respond effectively to equal opportunities issues as they arise

Essential education and qualifications.

These criteria will be evidenced via certificates

- Relevant Level 3 qualification(s)
- GCSE Grade C or Grade 4 in English and Mathematics
- Evidence of relevant and challenging continuing professional development, in particular related to SEND

Essential knowledge

These criteria will be assessed at the application and interview stage

- Evidence of good/outstanding classroom support practice and clear demonstration of the ability to mentor/coach/model best practice to others
- Awareness and understanding of current legislation relating to all vulnerable groups and a proven record of actively promoting equality and diversity
- Extensive and successful experience of developing targeted intervention strategies based upon student performance data to accelerate student progress and attainment, with extensive knowledge of ICT to support this
- Proven record of developing other staff and appropriate professional relationships which allow both support and challenge
- Evidence of managing complex child protection/safeguarding matters
- Good knowledge of relevant health and safety legislation
- Evidence of working effectively and establishing positive relationships with a range of internal and external stakeholders

Essential experience

These criteria will be assessed at the application and interview stage

- Experience of working as a Teaching Assistant or equivalent experience of working with children or young people
- Experience of working in a range of educational settings, including both primary and secondary phases
- Experience of using ICT to advance student's learning, and experience of using common ICT tools for own and pupils' benefit

Other essential criteria

These criteria will be assessed at the application and interview stage

- Commitment to high educational, professional and personal standards
- Understanding the importance of maintaining confidentiality

- A flexible approach to work, including a sense of humour.
- Ability to work independently and to tight deadlines
- Commitment to equal opportunities and valuing diversity.