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| **POST TITLE: ASSISTANT SENDCo** | **Essential** | **Desirable** |
| **QUALIFICATIONS & TRAINING** |
| Educated to degree level or equivalent | ü |  |
| Qualified Teacher Status (QTS) or equivalent | ü |  |
| Training in a range of SEND  | ü |  |
| National Award in SEND Coordination (NASENCo) / attain qualification  | ü |  |
| GCSE Math and English C or above | ü |  |
| **EXPERIENCE** |
| Working knowledge of the SEND Code of Practice 2014 | ü |  |
| Knowledge of the Equality Act 2010 | ü |  |
| Experience of working with a range of students across all secondary age ranges with special educational needs | ü |  |
| Experience of making reasonable adjustments within a mainstream setting in order to meet student’s needs | ü |  |
| Experience of writing support plans, smart targets and planning support and intervention based on external agency advice |  | ü |
| Experience of completing external agency referrals |  | ü |
| Experience of applying for Educational Healthcare Plans |  | ü |
| Experience of planning and leading multi-agency meetings |  | ü |
| Experience of completing assessments to assess learner needs |  | ü |
| Experience of working collaboratively to raise standards of students achievement | ü |  |
| Skilled at making and sustaining positive relationships with students | ü |  |
| Experience of effectively managing students’ behaviour in a positive manner, with consistent clear boundaries following the school’s behaviour for learning policy | ü |  |
| Knowledge and understanding of effective SEND pedagogy | ü |  |
| Able to stimulate students’ interest in learning | ü |  |
| **SKILLS & ABILITIES** |
| Leadership and people management skills | ü |  |
| Ability to prioritise workload effectively to meet deadlines | ü |  |
| Excellent communication and inter-personal skills | ü |  |
| Ability to inspire high levels of performance in all students regardless of their starting points | ü |  |
| Evidence of a good standard of literacy/numeracy | ü |  |
| **ATTITUDE AND BEHAVIOURS** |
| Commitment to own personal and professional development | ü |  |
| A supportive and co-operative team member | ü |  |
| Act with integrity, honesty, and fairness | ü |  |
| Ability to work under pressure and prioritise effectively | ü |  |
| Ability to work outside of academy hours in line with the academy and community needs | ü |  |
| Good communication skills | ü |  |
| Confident user of ICT | ü |  |
| Flexible and able to adapt to changing priorities | ü |  |
| A pragmatic ‘can-do’ and flexible approach to tasks with an ability to ensure work is completed to the appropriate standards required | ü |  |
| **OTHER REQUIREMENTS** |
| Valid driving licence with entitlement to drive in the UK |  | ü |
| Satisfactory completion of all pre-employment checks, including an Enhanced DBS disclosure with children’s barred list checks | ü |  |