**‘SAFER SCHOOL, SAFER CULTURE’**

**Cardinal Heenan Catholic High School**

“RESPECT, BELIEVE, ACHIEVE.”

**PERSONAL SPECIFICATION – ASSISTANT SENCO**

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|  | **Essential** | **Desirable** | **Assessed by** |
| **Experience** | * Experience of working with pupils with a range of special educational needs across Years 7-11 | * A range of experience of working in a public service or educational environment, including Key Stage 4. * A range of literacy programmes to suit different learners. | Application form and interview |
| **Qualifications/ Training** | * Good communication, ICT, literacy and numeracy skills, including GCSE passes in Maths and English. * Catch-up training | * Relevant training in classroom/ behaviour management. * Subject knowledge or qualification would be desirable but not essential eg English, Maths, etc | Application form and interview |
| **Knowledge and Understanding** | * Strategies to raise outcomes for SEND students across the Key Stages * An understanding of how data can be used to impact positively on student outcomes * Knowledge of effective pedagogy for SEND students and an understanding of how to disseminate it to teaching staff * Effective behaviour management strategies combined with high expectations of students’ behaviour | * School safeguarding policies and procedures * Effective strategies for self-evaluation and strategic planning * JCQ Examination Access Arrangements procedures * Thorough understanding of SEND legislation | Application form, interview and references |
| **Professional Skills** | * Good interpersonal skills to engage with young people, parents and staff. * Good administrative and ICT skills for to support pupils, create differentiated resources and email/ internet use. * Good communication skills (written and verbal). * Ability and willingness to learn to develop expertise in the subject areas within the area of learning. * Plan and assess reading and spelling ability. | * Good administrative skills and ability to provide guidance and support to pupil’s, in a classroom situation. * Intermediate ICT skills to support the development of a wide range of IT based learning resources, and support boys through their Key Stage 4 studies. | Application form, interview and references |
| **Personal Qualities** | * A friendly and supportive attitude towards pupil’s, staff and other members of the school and wider community. * Flexible approach to work and a committed team player. * Enthusiasm for education and working in a school community. * A good sense of humour and a positive attitude. | * Ambition to pursue qualification of * Teaching Assistant and/or an SEN specialism eg ASD, ADHD; | Application form, interview and references |

**The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, workers and volunteers to share this commitment**