**‘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**