



Assistant SENCO

Person Specification

Essential

- Level 2 qualifications in English and Mathematics (GCSE or equivalent)
- Previous experience of working with children of secondary school age
- Experience of learning support groups
- Experience of ASD
- To have an understanding of and the ability to interpret attainment records of students and knowledge of ensuring pupil progress
- Ability to show sensitivity and objectivity in dealing with confidential issues
- Demonstrate a basic understanding of the SEND work of a school
- Demonstrate an understanding of SEND and responsibilities within code of practice
- To have worked with students in developing literacy and numeracy skills
- Ability to use all Microsoft office packages to a proficient standard e.g manipulate data in Excel programmes; prepare documents for external audiences
- Knowledge of policies and procedures relating to safeguarding, child protection, health, safety, security, equal opportunities and confidentiality
- Ability to relate to young people and adults, understand their needs and respond accordingly
- Good influencing skills to encourage students to interact with others and be socially responsible
- The ability to work well in a team and independently
- To have the capacity to develop knowledge in a specific area of educational need and to become a point of contact for that need
- Ability to work with students in setting targets and to support students and teaching staff in implementing and reviewing targets
- To be flexible and adaptable to meet the changing needs of the school.

Desirable

- At least five Level 2 qualifications including English and Mathematics
- Up to date safeguarding training
- Experience of developing social skills programmes with young people
- To have a well developed understanding of a specific area of educational need.