



Person Specification

JOB TITLE:	Assistant SENCO
DATE:	November 2023
STATUS:	Final

CRITERIA	Essential/ Desirable	Application	Tasks	Interview	Vetting checks
Knowledge and qualifications					
1. Qualified teacher status.	E	✓			✓
2. Achieved or undertaking the National Award for Special Educational Needs Coordination or willing to work towards it.	D	✓			✓
3. Educational leadership/management qualification e.g. National Professional Qualification for Middle Leadership (NPQML).	D	✓			✓
4. Evidence of personal commitment to lifelong learning.	E	✓		✓	
5. Up-to-date knowledge of curriculum requirements and examination/assessment processes.	E		✓	✓	
6. Thorough understanding of how young people learn, the impact of Additional Educational Needs and understanding of ASD.	E		✓	✓	
7. In-depth knowledge of the SEND Code of Practice and barriers to learning for students with Additional Needs.	E		✓	✓	
Experience					
8. Successful track record as a teacher that demonstrates high quality teaching and learning and positive impact on learner outcomes.	E	✓			✓
9. Experience of working collaboratively with peers to achieve shared priorities.	E	✓			✓
10. Experience of leading or contributing to the delivery of evidence- based intervention for pupils with AEN.	D	✓			✓
11. Experience of successfully developing, coaching and/or mentoring colleagues.	E	✓		✓	✓
12. Has led or contributed to research or projects.	D	✓		✓	✓
13. Experience of engaging with a range of stakeholders including multi agency teams.	D	✓			✓

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Skills and competencies					
14. Able to contribute to the leadership and management of the team and take responsibility for key priorities and outcomes.	E			✓	
15. Models good practice and leads by example with integrity, positivity, creativity, resilience and clarity.	E		✓	✓	
16. Able to engage colleagues and support professional development, coaching and mentoring across the academy.	E			✓	
17. Demands ambitious standards and high expectations for all learners.	E		✓	✓	
18. Effectively manages own behaviour and relationships with others to provide appropriate support and challenge.	E		✓	✓	
19. Effective oral and written communication skills for a range of audiences.	E		✓	✓	
20. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviour and attitudes to use of authority and maintaining discipline.	E			✓	✓
Other					
21. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role.	E	✓		✓	✓
22. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role.	E				✓
23. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible.	E	✓	✓	✓	