



Person Specification

School: Greatfields

Job title: Assistant SENDCo

The table below outlines the essential and desirable criteria, which will be used to select the candidate(s) for this post.

Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • 5 GCSEs: A-C including English and maths (or equivalent). • A Levels: grade C+ (or equivalent). 	<ul style="list-style-type: none"> • Higher Level Teaching Assistant Certificate Level 4 (or equivalent). • Degree • Certificate in Psychometric Testing, Assessment and Access Arrangements (or equivalent JCQ recognised qualification).
Knowledge and Understanding	<ul style="list-style-type: none"> • A knowledge and understanding of the SEND Code of Practice. • Knowledge of provisions to support SEND and the EHCP process. • Knowledge of how to support students to make excellent progress in literacy and numeracy • Knowledge of the current Ofsted Inspection Framework • A full understanding of support systems for students. • Up to date and relevant knowledge of recent government initiatives for SEND students. • An ability to advise on classroom organisation, differentiation and teaching strategies to overcome barriers to learning. 	<ul style="list-style-type: none"> • Using ICT confidently including managing emails, outlook calendar, word processing (Word) and Spreadsheets (excel) • Using SIMS and other monitoring software to track and monitor behaviour and achievement. • Up to date and relevant knowledge of recent government initiatives for SEND students.
Skills and abilities	<ul style="list-style-type: none"> • Ability to form positive relationships with students and colleagues. • Hard working and willing to 'go the extra mile'. • Flexible. 	<ul style="list-style-type: none"> • Evidence of having the skills to be an outstanding/good classroom practitioner. • Review and plan your own CPD



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	<ul style="list-style-type: none"> • Willing to accept constructive feedback and learn from it. • Excellent attendance and punctuality record. • Excellent oral and written communication skills. • The ability to maximise the use of IT for curriculum and administrative purposes. • Emotional Intelligence and resilience. • Ability to work effectively and collaboratively with colleagues. • Highly effective time management skills and ability to meet deadlines. • Ability to think analytically and strategically. • Ability to welcome and respond to change. • Ability to manage own well-being and work/life balance • A commitment to inclusion. 	
Experience	<ul style="list-style-type: none"> • A minimum of 3 years' experience working in a school as a Higher Level Teaching Assistant or similar role. • Experience of assess, plan, do, review cycles and annual review for EHCP • A good knowledge of recent developments in a teaching subject and in education including curriculum changes at KS3, GCSE and AS/A2 	<ul style="list-style-type: none"> • Experience of monitoring classroom performance of other teachers. • Experience of interpreting data on school performance and producing reports to improve teaching and learning. • Experience of leading a team and planning, implementing and evaluating strategies.