



PERSON SPECIFICATION FOR ASSISTANT SENCO

1. Qualifications	Essential	Desirable	Application	Interview and Task
Good honours degree and QTS	√		√	
Further relevant qualifications including degree or equivalent	√		√	
Participation in external professional development in the last 3 years	√		√	
Planning and delivering programmes of professional development to staff		√	√	√
2. Experience				
Knowledge of the SEND Code of Practice (2015) and the Equality Act (2010)	√			
Relevant experience of special needs and supporting pupils	√			
Managing and dealing with confidential data / issues appropriately.	√			
Experience of conducting relevant assessments to determine SEN needs, in particular SEMH		√		
Team management/Staff development responsibility	√			
Experience/evidence of working with external agencies (including referrals)		√		
Knowledge of the Enfield Local Offer		√		
Experience of working with a range of pupils with Special Educational Needs across key stages and transition.	√			
Experience of making reasonable adjustments within a mainstream setting in order to meet pupil needs	√			
Experience of applying for Education Health Care Plans (EHCP)		√		
Extended study in an area of Special Educational Need (SEHM)		√		
3. Aptitudes, Abilities and Skills				
Ability to communicate effectively, orally and in writing to a range of audiences e.g. staff, pupils, governors, parents	√		√	√
Excellent literacy, numeracy and IT skills including using MIS, Microsoft packages and Google drive software within a school	√		√	√
Excellent personal organisational	√		√	√
Excellent personal organisational skills and the ability to prioritise workload and work to specific deadlines	√		√	√
A learner, willing to undergo training and learn new skills as necessary	√		√	√
Ability to work to professional standards, to develop effective working	√		√	√



relationships, think independently and make judgements				
Strong interpersonal skills	√		√	√
Attention to detail/working with accuracy	√			√
Ability to set realistic targets and priorities	√			√
Ability to problem solve, particularly under pressure	√			√
Ability to set targets, monitor, review and evaluate the performance of the area and a range of intervention strategies.	√			√
Ability to create and manage effective monitoring systems	√			√
4. Personal Qualities and Characteristics				
High personal and professional standards.	√		√	
Interpersonal skills.	√		√	
Effective communicator.	√		√	√
Approachable.	√		√	√
Resilience to manage one's own work pressures and the capacity to manage effectively the work of others.	√		√	
The capacity to inspire and motivate others – both adults and students.	√		√	
Sensitivity and humour.	√		√	
Enthusiasm, flexibility and maturity of approach.	√		√	√