

**Ian Ramsey CE Academy**

**Person Specification**

 **Assistant SENDCo**

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| Qualifications & training | * GCSE English and Maths essential A\*-C or equivalent
* Further qualifications desirable
* A good knowledge and understanding of current educational issues
* Evidence of recent relevant professional development
* Hold the formal qualification as a trained SENDCo or be willing to undertake training
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| Experience | * Evidence of experience in the co-ordination of Special Needs education
* Evidence of outstanding classroom support and inspirational leadership
* Successful management experience of turning theory into practice
* Effective relationships with pupils, parents/carers and staff, commanding their confidence
* Experience of performance management of colleagues desirable; willingness to train in this area essential
* Experience of direct leadership and management of colleagues
* Involvement in effective staff recruitment, induction and development
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| Skills | * Innovative approach to classroom practice and exceptional support skills
* Ability to monitor and evaluate to ensure the smooth running of the department
* Ability to review and evaluate the efficacy of all activities
* Excellent leadership and management skills
* Ability to challenge and inspire colleagues to achieve outstanding practice
* Ability to provide effective professional direction and support to staff
* Ability to effectively lead and manage change
* Outstanding communication and interpersonal skills
* Organisational skills of a high order; able to multi-task and prioritise effectively
* Ability to manage people, projects and resources effectively
* Ability to work on own initiative or as part of a team
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| Personal attributes | * High levels of enthusiasm, motivation and a commitment to working with children and improving their life chances
* Emotional resilience and ability to work under pressure
* Excellent attendance and punctuality
* “Professional” role model at all times, emulating the Trust’s Christian values
* High expectations of others
* Innovative and able to stimulate initiative in other colleagues
* Able to form and maintain appropriate relationships and personal boundaries with pupils
* Ability to form strong relationships with parents/ carers and develop trust
* Ability to coordinate, agenda and chair multi-agency meetings
* Relentless determination and commitment to constant review and refinement
* Strong organisational skills
* Personal integrity, trustworthiness and honesty
* Keen eye for detail with paperwork
* Diligent and willing to go the “extra mile”
* Ability to motivate self and others to work effectively as an individual and a team member
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