

**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 |
| 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 |
| 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 |
| 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 |