

**PERSON SPECIFICATION
ASSISTANT SENDCo**

	Essential	Desirable
Qualifications:		
Good written and spoken English skills	✓	
Educated up to GCSE grade C level, or equivalent, in both English and Maths	✓	
A current First Aid Certificate or a willingness to undertake First Aid training	✓	
Experience:		
At least two years' experience of working in a school environment		✓
At least two years' experience of leading meetings		✓
Experience of working with children who have SEND needs and their parents/carers	✓	
Experience of undertaking administrative tasks	✓	
Knowledge of the EHCP process		✓
Experience of leading and managing staff		✓
Personal and Professional Skills and Attributes:		
Highly motivated and enthusiastic	✓	
Have a positive 'can do' attitude	✓	
High professional standards	✓	
The ability to use your own initiative and problem solve on a day-to-day basis within set boundaries	✓	
An ability to be empathetic with children and their parents/carers	✓	
Excellent communication and interpersonal skills	✓	
The ability to work collaboratively and lead a team of LSAs	✓	
Good IT skills, specifically Word and Excel	✓	
The ability to prioritise your workload and conflicting demands	✓	
A willingness to work flexibly and the ability to adapt to the school's changing needs	✓	
A willingness to undertake further training as required	✓	
The ability to meet the physical demands of the role	✓	

All elements of this person specification will be assessed via your application form, at interview and from your references.