



Person Specification

JOB TITLE:	Assistant SENCo
DATE:	March 2025
STATUS:	Final

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
Knowledge and qualifications					
1. A-Level qualification or equivalent.	E	✓		✓	✓
2. Degree level qualification in relevant discipline.	D				
3. Working knowledge of SEND Code of Practice and Children and Families Act 2014, and commitment to keeping abreast of developments and innovations in SEN.	E	✓		✓	
Experience					
4. Working with students with high needs and Education Health Care Plans (e.g. within sixth form, FE college or secondary school setting).	E	✓		✓	
5. Experience and understanding of the EHCP and annual review legislation and processes.	E	✓	✓		
6. Experience acting as lead professional within the EHCP annual review process.	D	✓		✓	
7. Experience of working with multi-disciplinary teams.	D	✓		✓	
8. Experience of working with students with a range of Special Educational Needs.	D	✓		✓	
Skills and competencies					

9. Effective communication and interpersonal skills with the ability to establish rapport with a wide range of stakeholders.	E	✓	✓	✓	
10. Able to work well with a team of other staff, communicating accurately both verbally and written.	E	✓		✓	
11. Able to use ICT and appropriate new technologies to support ways of working.	E	✓		✓	
12. Ability to use initiative and manage a caseload and a varied and demanding workload.	E	✓	✓	✓	
13. Ability to interpret and analyse data and other information for reporting purposes.	E	✓	✓		
14. Ability to manage the emotional demands of working with students who have complex needs and to stay calm under pressure.	E	✓		✓	
15. Collaborate and network with others within and beyond the Trust including parents, external professionals and the wider community.	E	✓		✓	
Other					
16. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	✓		✓	
17. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role.	E	✓			✓
18. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role.	E				✓
19. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible.	E	✓	✓	✓	