

THE ELTON HIGH SCHOOL
PERSON SPECIFICATION
Assistant SENDCO – Grade 10

ASSESSMENT METHOD	SHORT-LISTING CRITERIA	Essential / Desirable
A	Qualifications - GCSE English and Maths at Grade C / 5 or above - NVQ level 3 or equivalent experience in a relevant discipline - First Aid Qualification or willingness to undertake training - Evidence of continuous professional development	E E E E
A / I	Experience - Line management, guidance and support of a TAs and HLTA Team - Conducting appraisals / performance management and supporting professional development of a SEND Team - Delivering wider school training and development, including coaching and modelling of SEND practice - Working with Transition Team to support Year 6 SEND transition - Working with partner primary schools to ensure support and interventions for SEND students is identified for transition - Working with onward provision to facilitate and support Post 16 transition - Control and management of a budget (£5,000) - Operation of various administrative and management information systems - Working in a busy office and on the front line with service users - Working under pressure, with conflicting priorities and tight deadlines - Working under own initiative - Working within a team environment - Use of SIMS and CPOMS - Experience of working with SEN students - Experience of using data to set targets and monitor and evaluate progress - Experience of leading effective interventions designed to raise levels of attainment - Liaising effectively with external agencies	E E E E E E E E E E D E E E E
A / I	Knowledge - Use of assessment and attainment information to improve practice and raise standards - Good understanding of restorative practices - Good understanding of policy and practice in relation to SEN - Good understanding of EHCP, Health Care Plans and CAHMS Referrals - Safeguarding of children & young people - Understanding school structures, roles & responsibilities	E E E E E
A / I	Skills Ability to maintain accurate and detailed records and databases	E

	• Excellent communication and presentation skills • Competent user of ICT • Ability to coach, mentor and deliver training to staff • Ability to plan and resource effective interventions to meet curricular objectives • Ability to assess the performance of others and respond appropriately • Ability to form and promote positive relationships with staff, students, parents, the local community and outside agencies • Well-developed emotional intelligence	E E E E E E E
A / I	Personal Attributes • Ability to communicate across all levels • Ability to promote a positive ethos and role model positive attributes • Ability to relate to young people, to be caring and firm • Ability to build & maintain effective working relationships • Willingness to participate in relevant training and development opportunities • Ability to continually develop and extend own working practices • Ability to work unsupervised, resolving issues and improving processes • Resilient and determined • Good sense of humour	E E E E E E E E E