



Northumberland Church of England Academy Trust

Assistant Special Educational Needs Coordinator Person Specification		
Essential	Essential	Desirable
Qualifications and Training		
Qualified teacher status and evidence of a sound academic subject background and successful teaching	◆	
Experience of working with SEN children in a deprived area and in a primary school	◆	
Relevant training in relation to job description		◆
Knowledge and Experience		
Some experience of managing SEND in a primary school	◆	
An up to date knowledge of the code of practice and the statutory processes in place for SEN children	◆	
A knowledge of what constitutes good teaching and an understanding of how to improve the quality of teaching and learning with a particular focus on SEN children	◆	
A knowledge of how children think and learn and what young people with Social, Emotional and Behavioural difficulties experience	◆	
A knowledge of how ICT can both enhance and extend learning and improve the administration of SEN	◆	
An up to date knowledge of Every Child Matters	◆	
Skills and Attributes		
Excellent organisational skills	◆	
Ability to relate well to children	◆	
Is well-organised and has the capacity to meet deadlines	◆	
The ability to work within a team towards common goals.	◆	
To set standards and model good practice	◆	
Is trustworthy, honest, shows integrity and has a sense of fair play	◆	
Is committed to meeting the needs of children and their families	◆	
The ability to demonstrate initiative	◆	
Has excellent communication and interpersonal skills	◆	
Proven consultation and negotiation skills	◆	
A willingness to participate in in-service training and professional development	◆	
High level ICT skills both to support learning and administration		◆
Leadership and management		
Has a proven ability to work under pressure	◆	
Has shown personal motivation regarding training and personal development		◆

Proven teaching skills and the ability to coach other teachers and share good practice	◆	
Management skills in respect of information and the use of performance data; finance and resources; and people management including delegation; and monitoring and evaluating performance	◆	
To command credibility and use expertise to influence others	◆	
General		
Has demonstrated the capacity to turn challenges into successes		◆
Shows high levels of professional competence by their achievements in their current role	◆	
Operates corporately, putting their personal needs second to the wider and agreed needs of the institution	◆	
Evidence of a commitment to equality of opportunity and social inclusion	◆	