

**TWEEDMOUTH COMMUNITY MIDDLE SCHOOL**

*Raising aspirations and inspiring success*

**Person specification – Assistant SENDCo**

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| **Post title:** Assistant SENDCo | **Director/Service/Sector:** |
| **ESSENTIAL** | **DESIRABLE** |
| **Knowledge and qualifications** | |
| Very good numeracy and literacy skills (Level 2)  NVQ 3 for teaching Assistants or equivalent qualifications (NNEB)  Participated in relevant training related to various national strategies e.g. literacy and numeracy | HSAW First Aid Certificate |
| **Experience** | |
| Working with children of the relevant age  Working with children with SEND/additional needs including behavioural difficulties  Basic clerical skills  Working with children with additional needs | Supervising small groups of children  Counselling skills  Experience of managing SEND support staff. |
| **Skills and competencies** | |
| Ability to relate well to young people and adults  Effective ICT skills and 3 years’ experience of using ICT in a learning environment  Ability to use other types of learning technology:   * Photocopying * Whiteboards * CD ROM / Video   Understanding of codes of practice and recent relevant education issues  Good understanding of the principles of child development and the learning process  Can work as a member of a team, understanding their role in the classroom and associated responsibilities |  |
| **Physical. Mental and emotional demands** | |
| Can demonstrate emotional resilience  Self motivation |  |
| **Other** | |
| Willingness to participate in training and personal development |  |