



# HOLY TRINITY

## PERSON SPECIFICATION

### POST TITLE: Assistant SENDCO

ATTRIBUTES		ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>Education and Training Attainments</b>	4 GCSEs (Grades A –C) including English and Mathematics and minimum HLTA qualification	✓		A/I
	Qualification relevant to the role	✓		A/I
<b>Experience</b>	Significant experience working in a school environment at a senior level	✓		A/I
	Experience of managing staff	✓		A/I
	Experience of dealing with members of the public / parents / children	✓		A/I
<b>General and Special Knowledge</b>	Understanding of mentoring skills	✓	✓	A/I
	Knowledge of Action Planning and target setting	✓		A/I
	Knowledge of other support services available to students	✓		A/I

<b>Skills &amp; Attributes</b>	Ability to relate well to children and adults	✓		A/I
	Ability to relate to and empathise with students in need of support and to develop trusting and respectful relationships with them	✓		A/I
	Ability to self evaluate learning needs and actively seek learning opportunities	✓		A/I
	Ability to respond appropriately to difficult situations and behaviours	✓		A/I
	Respect for confidentiality of information concerning individual students and ability to use discretion in circumstances of disclosure	✓		A/I
	Ability to contribute to the assessment, monitoring and review of student progress	✓		A/I
	Flexibility in adapting the mentoring role to suit the needs of the individual students or school	✓		A/I
<b>Additional Factors</b>	The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	✓		A/I

A: Application, I: Interview, R: Reference