



Person Specification Assistant SENCO

Location:	Woodlands School
Salary Grade/Scale:	NJC Grade I, SCP 17-20
Special Conditions:	Occasional travel between sites may be required
Line Manager:	Assistant Head Teacher
Revised Date:	March 2026

Qualifications and training	Essential	Desirable
Educated to degree level or equivalent relevant qualification	✓	
Evidence of recent relevant professional development and training, including safeguarding	✓	
A professional qualification in SEN		✓
Commitment to develop own professional knowledge and skills	✓	

Knowledge, Skills & Experience	Essential	Desirable
Experience of working in a school or other educational setting		✓
Experience of working in a range of settings (SEN & mainstream)		✓
Experience of SEND	✓	
Knowledge and understanding of Special Educational Needs, including relevant legislation and guidance e.g. SEND Code of Practice, Children & Families Act 2014, Equality Act 2010.	✓	
Understanding of statutory assessment, annual review and transition processes for children and young people	✓	
Knowledge and understanding of Child Protection and Safeguarding	✓	
Knowledge and awareness of High Needs Funding process for Local Authorities	✓	
Experience of reviewing, drafting and quality assurance of Educational Health Care Plans (EHCPs)	✓	
The ability to work collaboratively with a range of stakeholders developing positive partnerships and networks	✓	
Commitment to equal opportunities, inclusion, diversity and access for all	✓	
Excellent written, oral and digital communication skills	✓	
Strong IT skills and the ability to use digital platforms effectively	✓	
Ability to demonstrate active listening skills	✓	
Ability to build effective working relationships with children and adults	✓	
Be able to take responsibility for planning own work	✓	
Effective team work	✓	

Personal / Other qualities	Essential	Desirable
Ability to communicate effectively with staff, students, parents and agencies	✓	
Be sensitive and patient to the needs of children and young people	✓	
Self-motivated with the ability to work independently without supervision	✓	
Show resilience, and be able to deal with challenges of the role and identify and seek support if required	✓	
Be flexible and receptive to change	✓	
Strong organisational and time management skills		
Be committed to your own professional development and undertake appropriate training.	✓	
Ability to maintain confidentiality and be trustworthy	✓	
Commitment to promoting and safeguarding the welfare of children and young people	✓	
Capacity to inspire, challenge and motivate pupils	✓	
Show initiative and be pro-active in offering ideas	✓	
Able to travel between school and Trust sites	✓	
Fluent in the use of English language	✓	
Enhanced DBS check	✓	