

PERSON SPECIFICATION

Job Title: SEND Administrator

Grade: Grade D

No	Requirements (based on the job description)	Essential/ Desirable	App Form	Interview / Task
QUALIFICATIONS				
1.	NVQ Level 3 Teaching Assistant or equivalent	D	✓	
2.	SEND Qualifications	D	✓	
3.	GCSE in English and Maths at grades 'C' or '4' and above	E	✓	
4.	Evidence of continuous professional development	E	✓	
EXPERIENCE				
5.	Working with children in a secondary school or other setting	E	✓	✓
6.	Supporting children with special educational needs (SEN)	E	✓	✓
7.	Supporting children with English as an additional language (EAL)	E	✓	✓
8.	Supporting students who have specific difficulties	D	✓	✓
9.	Working with students who have physical disabilities	D	✓	✓
10.	Contributing to development, monitoring and review of IEPs / pastoral support programmes	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
11.	Ability to maintain positive relationships with students, parents and staff	E	✓	✓
12.	Ability to work effectively within a team.	E	✓	✓

13.	Effective classroom and behaviour management skills.	E	✓	✓
14.	Ability to communicate effectively	E	✓	✓
15.	Good ICT / google skills for word-processing, use of learning software and accessing on-line resources	E	✓	✓
16.	Knowledge of the secondary curriculum	D	✓	✓
17.	Knowledge of strategies to support students with specific SEN e.g. physical disabilities, visual and/or hearing impairment	D	✓	✓
PERSONAL QUALITIES				
18.	A strong belief in the value of education in developing citizens.	E	✓	✓
19.	Highest levels of professional and personal integrity.	E	✓	✓
20.	A strong commitment to inclusion and overcoming barriers to learning and achievement.	E	✓	✓
21.	Personal resilience, persistence and perseverance.	E	✓	✓
22.	Commitment to undertaking additional training where required.	E	✓	✓
23.	A strong commitment to the Trust values	E	✓	✓
24.	Commitment to support the school's agenda for safeguarding and equality and diversity.	E	✓	✓