



**THE BILLERICAY SCHOOL**  
**A MATHS AND COMPUTING COLLEGE**  
**PERSON SPECIFICATION**  
**Second i/c Personalised Learning (Assistant SENCO)**

Category	Essential	Desirable
<b>Application</b>	<ul style="list-style-type: none"><li>• Supportive reference/s</li><li>• Well-structured supporting letter</li></ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Qualified Teacher status</li><li>• Degree (in a secondary school subject)</li></ul>	<ul style="list-style-type: none"><li>• Undergraduate degree at grade 2:1 or above</li><li>• Hold, or willing to gain, National Award in Special Educational Needs Coordination</li><li>• Dyslexia Diploma</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Recent teaching experience – minimum 3 years</li></ul>	<ul style="list-style-type: none"><li>• SEND [ASD or Complex Needs] experience</li><li>• Some understanding / knowledge of the new SEND Code of Practice 0-25 Years</li><li>• Experience in completing EHC Plan reviews/SEND reviews</li><li>• Experience in working with outside agencies or other stakeholders</li></ul>
<b>Professional Development</b>	<ul style="list-style-type: none"><li>• Undertaken Personal Professional Development annually</li></ul>	<ul style="list-style-type: none"><li>• Evidence of undertaking a management responsibility within a school</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Ability to communicate effectively in a variety of situations</li></ul>	<ul style="list-style-type: none"><li>• Can offer a range of teaching</li></ul>
<b>Special Knowledge</b>	<ul style="list-style-type: none"><li>• Clear vision and understanding of the needs of secondary students</li><li>• Some understanding of the strategies that assist students with ASD/Complex Needs to access the curriculum effectively in a mainstream school</li></ul>	<ul style="list-style-type: none"><li>• Use of ICT in supporting all aspects of school and professional life</li><li>• Some understanding of how children acquire literacy</li></ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• Ability to demonstrate enthusiasm and sensitivity whilst working with others</li><li>• Caring attitude towards students and parents</li><li>• A good health and attendance record</li><li>• Ability to cope well under pressure</li><li>• Flexibility</li><li>• Ambition to progress further in due course</li><li>• Ability to initiate and manage change with successful outcomes</li><li>• Flexibility and adaptability in order to be able to mix and work with a wide range of people</li></ul>	<ul style="list-style-type: none"><li>• Interests beyond teaching/school</li><li>• Evidence of being able to build and sustain effective working relationships with staff, governors, parents/carers and the wider community</li></ul>