

**Trust Learning Mentor/SENCo Assistant
Person Specification**

	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> • Level 2 or Higher Teaching Assistant qualification • At least 2 years' experience of supporting SEN children in a Primary School setting • Have qualifications in both Literacy and Mathematics. 	<ul style="list-style-type: none"> • Demonstrated a desire to continued professional development.
Knowledge	<ul style="list-style-type: none"> • Excellent working knowledge of ICT packages – Microsoft Word, Excel, Outlook • Understand and comply with procedures and legislation. 	<ul style="list-style-type: none"> • Have a working knowledge of implementing and delivering SEN support for children
Skills	<ul style="list-style-type: none"> • Strong organisational skills with the ability to be proactive and prioritise work • Ability to establish effective working relationships at all levels internally and externally. • Effective oral/written communication skills • Effective time management • Work on own initiative 	<ul style="list-style-type: none"> • Sustained good relationships with parents and colleagues from other agencies
Personal Qualities	<ul style="list-style-type: none"> • Maintain strict confidentiality at all times. • Self-motivated, flexible and enthusiastic approach to work. • Ability to remain calm under pressure 	
Statutory/Legal	<ul style="list-style-type: none"> • Enhanced DBS 	