

Person Specification: SENCO

	Essential	Desirable	Identified
Education/Training			
• Graduate with Qualified Teacher Status	✓		F
• National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment	✓		F, SS, I
Experience			
• Enthusiastic and exceptional teacher	✓		SS,I,R
• Experience of working at a whole-school level	✓		F, SS, I
• Involvement in self-evaluation and development planning	✓		F, SS, I
• Experience of conducting training/leading INSET		✓	F, SS, I
• Proven success in raising achievement as both a teacher and in areas with specific responsibilities	✓		SS,I,R
• Track record of raising standards in teaching and learning through effective planning assessment and record keeping	✓		SS,I,R
• Experience in application of ICT to enhance teaching, learning and management	✓		SS,I,R
• Experience of teaching within an inner city school environment		✓	F
• Experience and/or understanding of mixed ability teaching.	✓		SS,I, R
• An inclusive view of subject with a commitment to high achievement	✓		I, R
• Commitment to teamwork	✓		SS,I,R
• Commitment to co-curricular activities	✓		SS,I,R
Relevant Skills/Aptitudes			
• Sound knowledge of the SEND Code of Practice	✓		F,SS,I,R
• Understanding of what makes 'quality first' teaching, and of effective intervention strategies	✓		I,R
• Ability to plan and evaluate interventions	✓		SS, I,R
• Data analysis skills, and the ability to use data to inform provision planning	✓		SS, I,R
• Effective communication and interpersonal skills	✓		I, R
• Ability to build effective working relationships	✓		SS, I,R
• Ability to influence and negotiate		✓	SS, I,R
• Good record-keeping skills	✓		SS, I,R
• Excellent interpersonal skills	✓		I, R
• Excellent organisational skills	✓		SS, I,R
• Presence – the ability to earn the respect of students, parents and staff	✓		I,SS,R

• High level of ICT skills and experience of how new technologies can be used to raise achievement and attainment in all groups of students		✓	I,R
• Ability to delegate appropriately and to hold people accountable for that delegated responsibility		✓	SS,I,R
• Ability to motivate and lead high performing teams		✓	SS,I,R
• Ability work well under pressure and to prioritise own workload and that of others	✓		I,R
Strategic Experience			
• Enthusiasm for the Free School Project	✓		SS,I
• Confidence in the design of Hackney New School including the length and organisation of the school day	✓		SS,I
• Experience of successful management of change, including evaluating problems, developing and implementing appropriate solutions and monitoring effectiveness		✓	F,SS,R
• Experience of working with Governors, parents and the wider community	✓		SS,I
• Willingness to contribute to the pastoral system as a teacher, Form Tutor and Mentor	✓		SS,I
Knowledge			
• Knowledge of the major issues in teaching, learning and curriculum development particularly in the wider field of the Core		✓	I, SS
• Knowledge of current trends in educational development and management		✓	I,SS
• An understanding of, and commitment to, safeguarding	✓		I
• Good understanding of the requirements for effectively monitoring teacher effectiveness and measuring standards and outcomes	✓		SS,I,R
• A sound understanding of the strategies which help to raise students' achievement and attainment	✓		I,SS
• An understanding of value-added measurement and benchmark data as tools for improving standards		✓	I
Personal Qualities			
• Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school	✓		
• Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability	✓		
• Ability to work under pressure and prioritise effectively	✓		
• Commitment to maintaining confidentiality at all times	✓		
• Commitment to safeguarding and equality	✓		
• Ability to create, inspire and promote a culture of high achievement for all, with all learners achieving their full potential	✓		I,R

• Ability and enthusiasm to promote the school's vision and values and it's achievements to the local and wider communities	✓		I,R
• Integrity, commitment, flexibility, reliability, enthusiasm, sense of humour and energy to persevere and succeed	✓		I,R
• Excellent attendance and punctuality record	✓		F,I,R,SS
• Child centred approach	✓		
• Commitment to community and parental involvement		✓	I,R,SS
• Ability to demonstrate personal and emotional resilience in stressful situations	✓		I, R
• Willingness to devote substantial time to this important post and the extra-curricular life of the school	✓		I,SS,R
• Commitment to Equal Opportunity	✓		I,SS
• A commitment to high expectations for all staff and pupils	✓		I,R
• Flexible approach to work to meet the demands of a growing school and to meet the requirements of the post such as out-of-hours attendance at strategic and operational meetings (early morning, early evening, scheduled weekends and holidays).	✓		I,R
• Creativity and the ability to engage in critical reflection.	✓		I,R
<i>Assessment Key: F = application form, SS= supporting statement/letter, I= interview process, R= reference</i>			

This job description may be amended at any time in consultation with the postholder.

Last review date: April 2018

Next review date: April 2019