Person Specification

**Special Educational Needs Coordinator (SENCO)**

**(Full-Time Position)**

**Salary:** £31,000-36,000

**Work Hours:** 9am to 5pm (with an expectation that out of hours are worked when necessary to achieve objectives)

**Location:** Cornerstone House, 14 Willis Road, Croydon CR0 2XX

**Reporting to**: Project Manager

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|  | **ESSENTIAL** | **DESIRABLE** |
| **RELEVANT EXPERIENCE** | 1. To have substantial experience working as part of an additional needs team 2. To have substantial experience of effective deployment of staff and/or resources 3. To have a minimum of 3 years’ experience as a classroom teacher in a secondary school, further education or alternative provision, and have firm evidence of successful teaching outcomes 4. To have a keen interest in developing the teaching of your chosen subject area 5. Evidence of high achievement in teaching across key stages previously taught 6. Evidence of developing and creating schemes of work, lesson plans, feedback, and tracking 7. An ability to work under pressure and determination to succeed 8. To have knowledge of strategies to promote good pupil relationships and high attainment in an inclusive environment 9. Proficient knowledge of relevant syllabi | 1. To be experienced and talented managing teams, and working with challenging young people and adults from a variety of backgrounds, and to have a track record of success in engaging this client group to achieve positive destinations 2. To have substantial experience of working with external providers to enhance curriculum delivery and pastoral care for students 3. To have experience of introducing new initiatives and/or of managing change 4. To have substantial classroom experience (5+ years) in a variety of environments with a variety of student ages and needs 5. To have experience of developing staff through CPD 6. To have experience of developing partnerships with other organisations 7. To have worked as part of a team that has been through a successful Ofsted inspection 8. Experience of innovative strategies to enhance teaching and learning 9. An ability to be versatile |
| **SKILLS AND KNOWLEDGE** | 1. To hold QTS 2. To hold evidence of continuing professional development relevant to the SENCO role 3. To be able to show successful practice that embodies the principles of Every Child Matters 4. To have knowledge and understanding of national and regional education issues relating to provision for students with additional needs 5. To have a strong understanding of effective teaching and learning strategies including BfL 6. To have knowledge and understanding of current and national issues in relation to student development, student progress and raising achievement at KS3/KS4 7. Excellent written and verbal communication skills. 8. To have a good degree in the relevant area of application 9. A recognised teaching qualification, preferably PGCE-qualified with QTS 10. A minimum of a Level 2 qualification/Grade C in English Language & Mathematics 11. To have an ability to use and promote a wide range of teaching methodologies 12. A strong ability to work as a leader and as a team player concurrently 13. IT skills necessary to undertake all administrative and reporting requirements. 14. An ability to manage workload to meet a range of conflicting deadlines. 15. Practical problem-solving skills and an ability to suggest options and alternatives. 16. An ability to plan and resource effective interventions to meet curricular objectives | 1. To have SEN/SEND training/qualification related to the role of SENCO 2. An up-to-date knowledge of relevant legislation and school-improvement planning 3. To have knowledge and experience of monitoring, evaluation and review processes 4. To have an understanding of how to track student achievement using data and of intervention strategies to raise achievement |
| **DISPOSITION** | 1. An interest in the needs and concerns of young people with internal and external barriers to success 2. To have the vision to develop the SENCO role within an innovative independent specialist school in South London 3. To have an ability to analyse problems, reach considered judgements, resolve issues, and delegate effectively 4. A motivation to work with children and young people 5. Sensitivity to people of different educational, economic, or cultural backgrounds 6. To be someone who prides themselves on working well in pressurised environments, being honest and open, dynamism, efficiency, and pro-activeness 7. To have the ability to form and maintain appropriate relationships and personal boundaries with children and young people 8. To have a positive attitude to the use of authority and maintaining discipline 9. A strong commitment to the values and ethos of The Write Time 10. To be patient and flexible 11. To be encouraging, of a positive mind-set, supportive and a willing listener 12. To have an ability to take constructive feedback to improve the mentoring relationship 13. To be dynamic, creative, energetic and willing to communicate ideas 14. A passion for teaching and frequently going above and beyond the call of duty to best support the people that The Write Time work with | 1. A sense of humour and a positive outlook on life 2. An ability to work under sustained pressure and a determination to succeed 3. To have a commitment to the value and promotion of vocational and work-related learning 4. To have substantial stamina and be in good health 5. To have a calm demeanour 6. To have a flexible approach to teaching and a willingness to learn 7. To have an even handed approach in all matters |