

PERSON SPECIFICATION - SENCO

Personal Qualities, Qualification and Experience		Essential	Desirable	Application	Interview Process	References
EXPERIENCE						
1	Successful experience of working in a SENDCO role or similar within an SENDCO department	✓		✓		
2	Successful experience of raising the achievement of pupils with SEND	✓		✓		
3	Successful experience of using data to track the progress of SEND pupils	✓		✓	✓	
4	Successful experience of the development of support strategies for SEND pupils	✓		✓	✓	
5	Good or outstanding classroom teacher	✓		✓	✓	✓
QUALIFICATIONS						
1	Graduate or equivalent, QTS or QTLS	✓		✓	✓	✓
2	SENDCO qualification	✓		✓	✓	✓
TRAINING						
1	Evidence of relevant and challenging CPD, specifically leadership and management training	✓		✓	✓	✓
SPECIAL KNOWLEDGE AND SKILLS						
1	High level of communication, organisational and management skills	✓		✓	✓	✓
2	The ability to evaluate colleagues' work and provide supportive feedback securing improvement	✓			✓	✓
3	Knowledge and understanding of the principles of assessment and effective record-keeping and their use to promote the education, personal development and progression of pupils	✓		✓	✓	✓
4	An understanding of current and relevant educational issues and legislation in SEND and secondary education	✓			✓	✓
5	Highly developed skills of working with people to establish constructive relationships with all stakeholders	✓			✓	✓
6	Ability to manage time and prioritise well, meet deadlines and work under pressure	✓		✓	✓	✓
7	Be an outstanding role model and advocate for the school	✓				✓
PERSONAL QUALITIES						
1	A proactive leader with the desire to be accountable for areas of responsibility	✓				✓
2	Personal impact and presence	✓				✓
3	Honesty, integrity and trustworthy	✓				✓
4	Energy and enthusiasm	✓				✓

5	Sense of humour	√				√
6	Commitment to learning for self and the development of own skills and knowledge	√				√
7	Commitment to professional development in self and others	√				√
8	Commitment to safeguarding young people	√				√

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