**The Oxford Academy**

**SENCO Person Specification**

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|  | Essential | Desirable |
| **Qualifications** | | |
|  | Qualified Teacher status.  Qualified SENCO and hold the National SENCO qualification or working towards completing the qualification | Evidence of continuous INSET with particular reference to Special Educational Needs (SEN). |
| **Experience** | | |
|  | * The SENCO should have experience of teaching at Key Stage 3 and 4 * Dealing with a range of SEN, including Post 16 * Be a qualified teacher with at least two years’ experience in the secondary sector * Evidence of continuing professional development * Experience of working alongside other teachers in the development of teaching and learning | In addition, the SENCO might have experience of:   1. Experience of budget management 2. Experience of training other teachers 3. Experience of setting targets and monitoring, evaluating and recording progress |
| **Knowledge and understanding** | | |
|  | The SENCO should have knowledge and understanding of:   1. Strategies for meeting SEN in a mixed-ability class situation 2. The process of devising, implementing and reviewing plans for children 3. SEN legislation and its practical application; 4. Behaviour-management techniques for groups and individuals. 5. Understanding of the principles behind school improvement planning, monitoring, review and evaluation of progress | In addition, the SENCO might have knowledge and understanding of:   1. Using comparative information about attainment; 2. The EHCP process and the evidence needed; 3. Pastoral support plans. |
| **Skills** | | |
|  | The SENCO will be able to:   1. Organise and sustain systematic support from a variety of providers for a range of SEN; 2. Manage the coordination of teaching assistants in support of SEN students; 3. Advise and motivate staff with SEN initiatives; 4. Excellent classroom practitioner 5. Good communication skills, both written and oral 6. Good presentation skills with the ability to enthuse and motivate others | 1. Confident in the use of information and communication technology 2. Good influencing and negotiation skills |
| **Personal characteristics** | | |
|  | 1. Willingness to share expertise, skills and knowledge 2. Sensitivity to the aspirations, needs and self-esteem of others 3. Commitment to team working 4. Willingness to address challenging issues with clarity of purpose and diplomacy |  |