**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
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| **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.
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| **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
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| **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
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