



# Saint Ambrose College

## Permanent Special Educational Needs and Disabilities Coordinator (SENDCo) Person Specification / Selection Criteria

Please note: Candidates failing to meet any of the essential criteria will automatically be excluded.

The applicant will be required to safeguard and promote the welfare of children and young people.

Person Specification	Evidence of:	Essential or Desirable	Application and / or Interview
Qualifications, educational, training	• Hold relevant SENDCo qualification/training. National Award for SEN Coordination (or be working towards it)	E	A
	• Have strong knowledge of SEND legislation and best practice	E	A
	• Access arrangements qualification	D	A
	• Qualified Teacher Status	D	A
	• Commitment to undertake Safeguarding training requested by School	E	A
	• Right to work in the UK	E	A
Knowledge, skills and abilities	• Experience of working in a secondary school	D	A
	• Working knowledge of the SEND Code of Practice	D	A
	• Experience of working with 3 <sup>rd</sup> parties and external agencies	E	A
	• Knowledge of up to date developments/strategies in SEND	E	A
	• Experience of coaching or mentoring young people	E	A
	• Success in identifying and delivering appropriate interventions	D	I
	• Experience of working with parents to support student progress	D	I
	• Supporting and training staff to support student welfare and progress	D	I
	• Evidence of maintaining a SEND register	D	I
	• Be able to support, advise and work effectively with staff and students	E	A
	• Demonstrate excellent oral and written communication skills (including ICT skills), organisation, leadership skills	E	A
	• An enthusiasm for supporting students with SEND and the ability to generate this in others	E	A
	• Ability to plan, organise, review and adapt	E	A
	• Be flexible and adaptable	E	A
	• Experience of leading annual reviews for students with EHCP	D	A
	• Experience of managing a budget	D	A
• Experience of middle leadership	D	A	
• First Aid qualification or experience	D	I	



	<ul style="list-style-type: none"> <li>• A commitment to maintaining confidentiality and discretion inside and outside school</li> <li>• To be able to work as part of a team</li> <li>• A commitment to leading on extra-curricular and super-curricular activities life of the school</li> <li>• Involvement in the school working parties/research groups</li> <li>• Flexibility and a willingness to be involved in change</li> <li>• A positive approach to challenges, which seeks solutions to problems and addresses difficulties with cheerfulness and good humour</li> <li>• Foster a fair and equitable culture, managing conflict where necessary</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p>
Ethos	<ul style="list-style-type: none"> <li>• To support and actively promote the Catholic ethos of the College and the values of the Edmund Rice tradition</li> </ul>	<p>E</p>	<p>I</p>