

Aspiration
Respect
Endeavour

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Headteacher: Mrs S Jenner
Chief Executive Officer: Mr P Banks



Roding Valley
HIGH SCHOOL

PERSON SPECIFICATION

Special Educational Needs and Disabilities Coordinator (SENDCo)

| JOB REQUIREMENTS | Essential | Desirable | Method I/A/R* |
|--|------------------|------------------|----------------------|
| Qualifications | | | |
| Qualified teacher status | ✓ | | A |
| Degree or equivalent | ✓ | | A |
| Has completed the National Award for SEN Coordination (NASENCo) or willing to undertake it | ✓ | | A/I |
| Evidence of recent and relevant professional development | | ✓ | A/I |
| Experience | | | |
| Proven experience of teaching exam classes with excellent classroom management skills and outcomes | ✓ | | A/R |
| Effective classroom teacher | ✓ | | A/R/I |
| Skills, Knowledge and Understanding | | | |
| Ability to analyse data and identify trends | ✓ | | A/R/I |
| Ability to communicate effectively at all levels | ✓ | | A/R/I |
| Effective interpersonal skills | ✓ | | A/R/I |
| Efficient organiser | ✓ | | A/R/I |
| Ability to use initiative and prioritise work | ✓ | | A/R/I |
| Ability to work to deadlines | ✓ | | A/R/I |
| Confident user of ICT | ✓ | | A/R/I |
| Ability to manage staff effectively | ✓ | | A/I |
| Experience of identifying, monitoring and providing effective support for pupils with SEND | | ✓ | A/I |
| Good working knowledge of relevant legislation, particularly the SEND Code of Practice | ✓ | | A/I |



INVESTORS IN PEOPLE | Bronze

| | | | |
|--|---|---|-------|
| Good influencing and negotiating skills | | ✓ | A/R/I |
| Understanding of Quality Assurance measures and indicators | | ✓ | A/R/I |
| Experience in effectively training and coaching other staff | | ✓ | A/I |
| Evidence of line-managing staff | | ✓ | A/I |
| Evidence of raising student achievement | ✓ | | A/I |
| Ability to gather, analyse and interpret data for effective target setting | ✓ | | A/I |
| Other Requirements | | | |
| Ability to work well as part of a team | ✓ | | A/I |
| Ability to quickly gain the respect of all students and staff and foster appropriate relationships | ✓ | | R/I |
| Flexible approach to work | ✓ | | A/I |
| Committed to school ethos and direction | ✓ | | A/I |
| Understanding of Safeguarding Procedures | ✓ | | A/I |
| High standard of punctuality | ✓ | | A |
| Appointment to the post is subject to a satisfactory enhanced DBS check | ✓ | | |

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

'The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.'

*I - Interview A - Application Form R – Reference

“The School as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf”. (Ref: Safeguarding Children and Safer Recruitment in Education 2007).