

SENCO Person Specification

CRITERIA OR REQUIREMENTS	METHOD OF ASSESSMENT	SHORT-LISTING CRITERIA
QUALIFICATIONS		
Qualified Teacher Status	AF	E
The National Award for SEN Co-ordination, or be willing to complete the SEN NPQ within 3 years of appointment	AF/I	E
EXPERIENCE		
Substantial and successful teaching experience in the Early Years age range, demonstrating a commitment to Early Years achievement	AF/I	E
A proven track record of supporting children with SEND	AF/I	E
Experience of developing, implementing and evaluating curriculum areas and school policies	AF/I	D
Experience of working with internal and external stakeholders in relation to statutory requirements with SEND pupils	AF/I	E
Experience of conducting training/leading INSET	AF/I	D
Involvement in self-evaluation and development planning	AF/I	D
Evidence of presenting to Governors as appropriate	AF/I	D
SKILLS AND KNOWLEDGE		
Sound knowledge and understanding of the SEND Code of Practice	AF/I	E
Evidence of planning, coordinating and monitoring interventions	AF/I	E
Effective communication and interpersonal skills	AF/I	E
Data analysis skills and the ability to use data to inform provision planning	AF/I	D
Ability to build effective working relationships	AF/I	E
Ability to influence and negotiate	AF/I	E
Ability to develop and maintain good relationships with the parents, carers, governing body, Local Authority and the wider community	AF/I	E
Good record-keeping skills	AF/I	E
PERSONAL QUALITIES		
Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school	AF/I	E

Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability	AF/I	E
Ability to work under pressure and prioritise effectively	AF/I	E
Commitment to maintaining confidentiality at all times	AF/I	E
Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position	AF/I	E
Evidence of ability to apply the Local Authority's equal opportunities policy in providing education to all children	AF/I	E

Key:

A = application form

I = interview/presentation/assessment exercise

E = Essential

D = Desirable