

SPECIAL EDUCATIONAL NEEDS & DISABILITIES COORDINATOR – PERSON SPECIFICATION



FACTORS	ESSENTIAL	DESIRABLE
Qualifications	• B.Ed. or BA/BSc and PGCE in Primary Teaching or Special Education • Qualified Teacher Status • Evidence of continuing professional development	• Additional relevant qualifications
Experience	• At least 5 years post-graduate experience of teaching primary age children with a range of needs - including severe learning difficulties • Proven experience of successfully leading, managing and developing others • Strategic development of SEND policy and practice	• Experience in a range of settings
Knowledge, Skills & Understanding	• A native-level, strong command of written and spoken English • Able to manage, monitor and review the SEND register of students and school provision map to ensure that all children receive the best possible provision and support - both within the Learning Support Unit and the mainstream classrooms. • Coordinate, implement and lead high quality interventions for SEND children • Provide proactive guidance and support for colleagues across the school - including training, coaching and mentoring. • Establish strong relationships with parents/carers and with other specialists (Speech and Language Therapist; Occupational Therapist; Medical, etc) who work with children on the SEND register • Understanding of current safeguarding legislation/procedures • Able to create a happy, engaging and nurturing learning environment • ICT literate – good database skills, provision mapping, etc	• Evidence of latest research • Understanding of international school context • Use of electronic SEND data management systems

Personal Qualities	• A confident, professional ‘can-do’ attitude • Highly developed, empathetic interpersonal skills • Willingness to constructively challenge the work of self and others to continually improve own and team performance • Team Leader and team player • Able to work with attention to detail and have the ability to prioritise and delegate workloads effectively • Flexible, hardworking • Reliable, honest, efficient and well-organised • Proactive and resilient • Creative and solution-focused • Good sense of humour	
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