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| **Person specification** | | | |
| **Job title:** Special educational needs co-ordinator (SENCO) (fixed term) | | **Grade:** MPS + TLR2b | |
| **Requirements**  **(based on the job description)** | | **Essential (E)**  **or**  **desirable (D)** | **To be identified by: application letter(A), interview(I),**  **reference(R)** |
| **Qualifications** | |  |  |
| Qualified teacher | | E | A |
| Degree or equivalent | | E | A |
| National Award for Special Educational Needs Co-ordinator (or a commitment to complete it within 3 years of taking up the post) | | E | A |
| **Experience** | |  |  |
| Experience of working/leading at a whole school level | | E | A/I/R |
| Development of programmes of study and schemes of work | | E | A/I |
| Involvement in self-evaluation and development planning | | E | A/I |
| Experience of conducting training/leading INSET | | E | A/I |
| Experience of working with parents to support children’s progress | | E | A/I |
| Experience of working with other professionals or agencies to meet the needs of children with additional needs | | E | A/I |
| **Knowledge, skills and abilities** | |  |  |
| Sound knowledge of the SEND Code of Practice | | E | A/I |
| Understanding of what makes ‘quality first’ teaching, and of effective intervention strategies | | E | A/I/R |
| Ability to plan and evaluate interventions | | E | A/I |
| Data analysis skills, and the ability to use data to inform provision planning | | E | A/I |
| Effective record-keeping skills | | E | A/I/R |
| Effective communication and interpersonal skills | | E | A/I/R |
| Ability to influence and negotiate | | E | A/I |
| Ability to teach more than one subject | | D | A/I |
| Excellent organisational and planning skills | | E | A/I/R |
| Ability to inspire and motivate pupils and promote high standards of both work and behaviour | | E | A/I/R |
| Ability to establish and maintain positive working relationships with both pupils and staff | | E | A/I/R |
| Ability to work on own initiative, both independently and as part of a team with people at all levels | | E | A/I/R |
| Commitment to the pastoral care of pupils | | E | A/I/R |
| **Other** | |  |  |
| Commitment to Bowland’s and AtC’s core values | | E | I/A/R |
| Commitment to safeguarding and protecting the welfare of children and young people | | E | A/I/R |
| Commitment to equality and diversity | | E | A/I/R |
| Commitment to health and safety | | E | A/I/R |
| Commitment to sustaining regular attendance & punctuality at work | | E | A/I |
| **Prepared by:** | L Fielden | **Date:** | March 2021 |