|  |
| --- |
| **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 |