

SENDCO Person Specification



INSPIRE | TRANSFORM | SUCCEED

Attributes	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher • National Award / NPQ for SEND Coordination or equivalent (or willingness to undertake this qualification promptly) • Willingness to undertake additional qualifications as required • Willingness to undertake specific training 	<ul style="list-style-type: none"> • Certificated additional qualifications e.g. Masters • Specific training in areas of need e.g. Neurodiversity or SEMH. 	Letter Application
Job Related Experience and Skills	<ul style="list-style-type: none"> • A commitment to high quality work, including good ICT skills • Experience of working with young people • Successful teaching experience • Experience and good working knowledge of the National Curriculum, including new curriculum and specifications for KS3 and KS4 • Experience of and working knowledge of the SEND Code of Practice • Experience of working with SEND pupils and their families. 	<ul style="list-style-type: none"> • Knowledge of what constitutes effective assessment of need and monitoring of student progress • Able to generate new ideas and initiatives • Experience of managing a budget • Experience of reporting to stakeholders and other parties • Experience of writing policies • Experience of leading a team 	Letter Application Interview
Professional Development	<ul style="list-style-type: none"> • Evidence of commitment to own professional development • Recent relevant service training in current education practice • Thorough knowledge of the secondary curriculum • Thorough knowledge of current assessment practices in education • Willingness to undertake further training and 	<ul style="list-style-type: none"> • Experience of utilising the Pupil Premium funds • Experience of working in a school with SEN/ EAL/Vulnerable pupils • Experience of leading a whole school initiative • Experience of leading staff training • Experience of away days or conferences 	Letter Application Interview

	development		
Knowledge and Understanding	<ul style="list-style-type: none"> • The theory of practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies) • Statutory National Curriculum requirements at the appropriate key Stage • The monitoring, assessment, recording and reporting of pupils' progress • The statutory requirements of legislation concerning Equal Opportunities, Health and Safety, SEN, EAL and Child Protection • The positive links necessary within school and with all its stakeholders 	<ul style="list-style-type: none"> • Understanding of how to engage staff • Understanding of how to interpret and make use of the variety of data schools generate 	Letter Application Interview
Personal Skills	<ul style="list-style-type: none"> • Diligent and thorough • Able to interact with and motivate students whilst demonstrating a commitment to progress and achievement • Organise and prioritise workload and meet deadlines • Communicate effectively orally and in writing to a range of audiences • Excellent communication skills • Ability to effectively lead a team and collaboratively with parents/carers • Have high standards of punctuality, attendance and personal presentation • Confidence with ICT • Promote the school's aims positively, and use effective strategies to monitor motivation and morale • Establish and develop close relationships with parents, governors, community and all relevant partners • Able to work under pressure • Solution seeking and flexible 	<ul style="list-style-type: none"> • Able to foster excellent relationships with students, staff and stake holders • Able to manage time effectively • Able to manage considerable workload • Able to delegate • Sense of humour • Approachable and positive • Clear and effective presentation skills 	Letter Application Interview
Safeguarding	<ul style="list-style-type: none"> • Able to demonstrate an understanding of safeguarding 	<ul style="list-style-type: none"> • Understand and be able to demonstrate a commitment to Equal Opportunities and Diversity 	Letter Interview Application