

Heathside Walton-on-Thames School

Person Specification

SENCo

Person Specification	Essential	Desirable	How Assessed
Experience			
Previous experience of working with young people in a school environment	E		App
Experience of working as a SENCo in a school	E	D	App/Int
Working with people at all levels both internally and externally	E		App/Int
Delivery to tight deadlines	E		App/Int
Skills, knowledge and abilities			
Knowledge and understanding of the SEND Code of Practice	E		App/Int/Ref
Excellent organisational, interpersonal and IT skills	E		App/Int
Excellent written and oral communication and presentation skills	E		App/Int
Ability to manage own workload and prioritise tasks	E		App/Int
Ability to work well under pressure to deadlines	E		App/Int
Able to demonstrate decision making skills and give advice	E		App/Int
Good IT skills, eg Excel, Word, SIMs	E		App/Int
Meticulous attention to detail & maintain high level of accuracy	E		App/Int
Able to work on own initiative and under direction	E		App/Int/Ref
Able to evaluate learning needs & seek opportunities to address	E		App/Int
Good understanding of further and higher education	E		App/Int
Qualifications and Training			
Hold the NASENCO award or be willing to acquire this		D	App
Good general level of education	E		App
Awareness of safeguarding procedures (training will be provided)	E		App
Personal attributes			
Good interpersonal skills and ability to relate well to young people	E		Int/Ref
Calm and confident under pressure	E		App/Int
Flexible, efficient and highly organised	E		App/Int
Empathy and discretion, able to react sensitively and appropriately to the needs of students	E		Int
			Int
Self-motivated, hardworking, willingness to go the extra mile	E		Int/Ref
A team player, able to work as a part of a small team and the wider school team	E		

App = Application

Int = Interview/Test

Ref = Reference

Employee Name		Line Manager Name	
Employee Signature		Line Manager Signature	
Date		Date	