

PERSON SPECIFICATION | CLAREMONT SCHOOL



Job Title: SENCO (Special Educational Needs Coordinator)

Line Manager: Deputy Head (Academic)

Previous Experience	Essential	Desirable
Varied and successful secondary or primary phase experience across a range of learning needs	X	
Understanding of examination concessions and assessments processes	X	
Experience of leading aspects of learning support or leading a Learning Support Department		X
Strong professional development record	X	
An outstanding classroom practitioner across the age and ability range		X
Evidence of experience in safeguarding	X	
Proven excellence in managing student conduct	X	
Evidence of contributing to management of performance issues and creating opportunities to develop others		X
Experience of developing and sustaining positive relationships with parents, staff and students to establish ethos, consensus and capacity	X	
Experience of working with Early Years, and relevant external agencies, eg, isend.	X	
Qualifications and Training		
Good Honours Degree or equivalent	X	
Professional teaching qualification		X
National Award in SEN Co-ordination (must be prepared to undertake within timeframe)		X
INSET relevant to current developments in Learning Support and leading/developing Learning Support teams		X
Evidence of further advanced study – or willing to do so	X	
Skills/Abilities/Knowledge		
Experience in understanding the needs of students with SpLD students, or willing to learn	X	
A proven ability to design monitor and evaluate classroom provision based on the identified learning needs of individual students	X	
Statutory requirements linked to the ECHP process together with knowledge of the different categories of need		X
Best practice in the use of assessments/screening to identify SEN needs		X
Learning and differentiation strategies that support the development of student understanding in the context of a range of different SEN needs	X	
The characteristics of outstanding teaching for different areas of need and the main strategies for improving and sustaining high standards of teaching for SEN and other students	X	
Intervention strategies to support student achievement for SEN students	X	
Ability to create positive working relationships with external agencies	X	
Use evidence (including data systems from a variety of sources) to inform expectations, set targets for improvement and strengthen teaching/support learning approaches	X	
A proven ability to work sensitively and effectively with colleagues in helping them to improve their everyday classroom practice	X	
Excellent written and oral communication	X	
Good team player/builder with the ability to set aspirational standards, provide professional direction and develop high performing teams	X	
Ability to prioritise, plan, organise, work under pressure and meet deadlines	X	
Empathy with young people of all levels and backgrounds	X	
Creative and imaginative	X	

Ability to think and act strategically with adaptability and flexibility	X	
Analytical skills; able to reserve complex issues effectively	X	
Ability to inspire confidence in others	X	
Commitment to valuing and respecting all members of the school community	X	
Have enthusiasm and a desire to progress	X	
Lead and motivate staff to work towards common goals, supporting a team 'can do' ethos	X	
Sensitivity to and empathy with the needs of others	X	
Reliability, integrity and the ability to foster an efficient, positive, happy school atmosphere	X	
Resilience and the ability to manage stress levels	X	
Maintain professionally detached and balanced judgements quickly whilst working in stressful circumstances	X	
Ability to maintain a perspective which keeps as a priority the best interests of all students	X	
A commitment to aspire to excellence both personally and as a member of a team	X	
Commitment to equal opportunities	X	
Ability to empower others to take ideas forward	X	