



# COCKBURN

## MULTI-ACADEMY TRUST

### TRANSFORMATION TO EXCELLENCE

**C.E.O.** Mr D Gurney B.A. Hons / NPQH

#### **Job Specification: Special Educational Needs & Disability Co-ordinator**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION</b>	<ul style="list-style-type: none"> <li>• QTS</li> <li>• successful teaching experience in a secondary school</li> <li>• evidence of Continual Professional Development relevant to the SENCO role</li> <li>• qualification related to the role or SENCO (or working towards)</li> </ul>	<ul style="list-style-type: none"> <li>• qualified to assess students for Exam Access Arrangements</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• experience in working as part of an additional needs team</li> <li>• experience of effective deployment of staff or resources</li> <li>• relevant SENCO experience</li> </ul>	<ul style="list-style-type: none"> <li>• experience in managing a team</li> <li>• experience of working with external providers to enhance curriculum delivery and pastoral care for students</li> <li>• experience of introducing new initiatives and/or managing change</li> </ul>
<b>KNOWLEDGE &amp; UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• knowledge and understanding of national and regional educational issues relating to provision for students with additional needs</li> <li>• understanding of effective teaching and learning strategies including behaviour for learning</li> <li>• good understanding of best practice and current educational thinking</li> <li>• understanding of how to track student achievement using data and of intervention strategies to raise achievement</li> </ul>	<ul style="list-style-type: none"> <li>• knowledge and experience of school improvement planning</li> <li>• knowledge and experience of monitoring, evaluation and review processes</li> <li>• understanding of SEN and future changes</li> </ul>
<b>MOTIVATION &amp; SOCIAL SKILLS</b>	<ul style="list-style-type: none"> <li>• vision to develop the SENCO role</li> <li>• ability to motivate, lead and support staff and students</li> <li>• excellent communication and interpersonal skills</li> <li>• ability to analyse problems, reach considered judgements, resolve issues and delegate effectively</li> <li>• personal organisation and time management skills</li> <li>• ability to communicate effectively both orally and in writing with a range of audiences</li> </ul>	
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• dynamic nature with innovative ideas and a passion for teaching and learning</li> <li>• the highest levels of personal and professional integrity</li> <li>• energy and drive</li> <li>• ability to motivate self and others</li> </ul>	
<b>PLANNING, TEACHING &amp; CLASS MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• demonstrates clear strategic thinking on how to support students with identified needs to make progress</li> <li>• plans teaching and personalisation to achieve progression in students' learning</li> <li>• makes effective use of assessment information on students' attainment</li> <li>• delivers consistently good or better lessons</li> </ul>	
<b>OTHER PROFESSIONAL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• a commitment to, and understanding of, the wider aspects of student development</li> <li>• has the ability to plan and lead on whole college initiatives</li> <li>• has the ability to work with parents, external agencies and the wider community</li> <li>• is flexible, able to work under pressure and meet deadlines</li> </ul>	