

Person Specification SENCo

Qualifications and Experience	Essential	Desirable
Qualified Teacher Status in the UK	✓	
Teaching Experience within the secondary sector	✓	
Established and evidenced practice with children with a variety of SEND	✓	
Already holds/willing to complete the National Award for SEN Co-ordinator	✓	
Professional Knowledge and Understanding	Essential	Desirable
An outstanding classroom practitioner across all key stages	✓	
An excellent knowledge of a range of teaching, learning and behaviour	✓	
Planning and delivery of clear, focussed, successful lessons	✓	
Abilities and Skills	Essential	Desirable
Ability to adapt teaching to meet the needs of all learners	✓	
The ability to raise student achievement across the full age and ability range	✓	
Able to build positive working relationships with learners and develop a calm and safe environment for learning	✓	
Excellent knowledge assessment of learning and evident of how this has been used effectively in the classroom	✓	
Sound knowledge of safeguarding procedures	✓	
The ability to lead, manage, develop and inspire people individually and as a team.	✓	
Knowledge of the SEND Code of Practice	✓	
Evidence of using provision well to meet the needs of learners with SEND	✓	
Involvement of contributing to One Plans	✓	

Knowledge of the range and type of interventions and provision available		
Knowledge of specific areas of SEND (e.g. ASD, ADHD, SEMH)	✓	
Experience of analysing and interpreting data		✓
Experience of giving constructive feedback to colleagues	✓	
Evidence of working with external agencies		✓
Evidence of working with school governors		✓
Personal	Essential	Desirable
High expectations of self and of others	✓	
Self-motivated, able to work on initiative and manage own workload	✓	
Ability to work to deadlines and well under pressure	✓	
Able to prioritise and manage time effectively	✓	
Able to work well individually and contribute to a team	✓	
Able to have a positive working relationship with all colleagues	✓	
Confident in working with families outside of own classes	✓	
Approachable and flexible	✓	
An open, inquiring mind	✓	
A commitment to promoting equality, diversity and inclusion in school	✓	

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

GREATER THAN THE SUM OF ITS PARTS