

Post title – SEND Co-ordinator

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	<ul style="list-style-type: none"> • Qualified Teacher Status (this is a requirement under the SEND Code of Practice) • A degree in a relevant subject. • NPQ SENDCo or a willingness to complete it within 3 years of appointment (this is a requirement under the SEND Code of Practice). NASEN qualification accepted if already acquired 	<ul style="list-style-type: none"> • Strong GCSE and A Level results across a wide range of subjects. • A good honours degree in a relevant subject. 	Application form Reference Interview
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working at a whole-school level • Involvement in self-evaluation and development planning • Experience of conducting training • Evidence of successful teaching in a permanent position or on teaching practice. • Using strategies for raising achievement and achieving excellence. 	<ul style="list-style-type: none"> • A successful track record of preparing students for public exams, including at the highest grades. • Using new technologies to support learning and teaching. 	Application form Reference Interview
SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> • A comprehensive knowledge of safeguarding procedures, particularly the potential vulnerability of SEND students • Sound knowledge of the SEND Code of Practice • Ability to plan and evaluate interventions • Data analysis skills and the ability to use data to inform provision planning • Effective communication and interpersonal skills • Ability to build effective working relationships Ability to influence and negotiate • Good record-keeping skills 	<ul style="list-style-type: none"> • Understanding of assessment and recording. Understanding of what makes 'quality first' teaching, and of effective intervention • Strategies • Access arrangements assessment experience 	Application Form Interview

PERSONAL QUALITIES	<ul style="list-style-type: none">• Commitment to getting the best outcomes for students and promoting the ethos and values of the school• Commitment to equal opportunities and securing good outcomes for students with SEN or a disability• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality Awareness of and ability to cope with the wide range of student's ability and expectation.• Ability to take initiative and be flexible.• Willingness to accept delegated responsibility• Ability to help maintain high standards in the department.	<ul style="list-style-type: none">• Contribution to student development through additional activities.• Ability to manage discussions on sensitive issues objectively without allowing personal beliefs to shape the outcome.	Application form Reference Interview
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