

Person Specification – Director of Inclusion (SENDCo)

Criteria	Essential	Desirable	Assessment Method
Qualifications	Qualified Teacher Status (QTS). National Award for SEN Coordination (or willingness to achieve).	Additional leadership or SEND-related qualifications.	Application Form / Certificates
Experience	Significant experience of working with SEND in a secondary setting. Experience of leading or coordinating SEND provision. Experience of working with external agencies and parents.	Experience at whole-school or strategic leadership level. Experience managing support staff or budgets.	Application Form / Interview / References
Knowledge & Understanding	Strong knowledge of SEND Code of Practice and statutory requirements. Understanding of EHCP processes and inclusive teaching strategies.	Knowledge of current national developments in SEND and inclusion.	Application Form / Interview
Skills & Abilities	Ability to lead and influence inclusive practice across a school. Excellent communication and	Ability to analyse and present SEND performance data strategically.	Application Form / Interview / Task

interpersonal skills.

Strong organisational and data management skills.

Ability to support staff development and deliver CPD.

Leadership & Personal Qualities

Commitment to inclusive education and high expectations for all learners.

Ability to work collaboratively with senior leaders and staff.

Resilience, integrity and professionalism.

Experience contributing to school improvement planning.

Interview / References

Safeguarding

Commitment to safeguarding and promoting the welfare of children and young people. Willingness to undergo enhanced DBS check.

Previous safeguarding training.

Application Form / Interview