



ST. MARY'S  
MENSTON

### SENDCo Person Specification

	ESSENTIAL	DESIRABLE/HELPFUL
EXPERIENCE/ QUALIFICATIONS	<ul style="list-style-type: none"> <li>• Qualified Teacher status</li> <li>• Experience in a leadership and management role in school</li> <li>• Evidence of involvement in INSET as a participant and as a provider</li> <li>• National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment [note: this is a requirement under the SEND Code of Practice</li> <li>• Experience of tracking progress and raising the achievement of pupil groups</li> <li>• Ability to build effective working relationships</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic responsibilities in school leadership and management</li> </ul>
GENERAL AND SPECIALIST KNOWLEDGE	<ul style="list-style-type: none"> <li>• The SEND Code of Practice</li> <li>• 'Quality first' teaching, and of effective intervention strategies</li> <li>• The planning and evaluation of interventions</li> <li>• Data analysis, and the ability to use data to inform provision planning</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to influence and negotiate</li> <li>• Good record-keeping skills</li> <li>• Planning for the delivery of a broad and balanced curriculum which meets the needs of all learners</li> <li>• Excellent interpersonal and communication skills</li> <li>• Well-developed multi-tasking and time-management skills</li> <li>• Ability to build excellent relationships with colleagues and external contacts</li> </ul>	<ul style="list-style-type: none"> <li>• Current theories of teaching and learning</li> <li>• The principles of community education and parental involvement</li> <li>• Staff development and Performance Management</li> </ul>

<p>SKILLS AND ABILITIES</p>	<ul style="list-style-type: none"> <li>• Use vision, initiative and leadership in making change, to enhance and raise standards</li> <li>• Support the work of colleagues and promote staff development</li> <li>• Involve staff, parents and governors in the process of establishing a clear and shared set of aims, objectives and values for the school</li> <li>• Use ICT with confidence</li> </ul>	<ul style="list-style-type: none"> <li>• Show evidence of active involvement in a wider community experience or event</li> </ul>
<p>PERSONAL QUALITIES</p>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for pupils and promoting the ethos and values of the school</li> <li>• A commitment to equal opportunities and securing good outcomes for pupils with SEND</li> <li>• The ability to work under pressure and prioritise effectively</li> <li>• A commitment to maintaining confidentiality at all times</li> <li>• A commitment to safeguarding and equality</li> <li>• Supportive of school ethos</li> <li>• Smart and professional appearance</li> <li>• Ability to work under pressure</li> <li>• Ability to work as an individual or as a member of a team</li> </ul>	
<p>ADDITIONAL REQUIREMENTS</p>	<ul style="list-style-type: none"> <li>• Operate with the highest standards of personal/professional conduct and integrity</li> <li>• Be willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust</li> <li>• Be willing to undertake training and continuous professional development in connection with the post</li> <li>• Work in accordance with the school's values and behaviours</li> <li>• Be able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the</li> </ul>	<ul style="list-style-type: none"> <li>• Practising Catholic</li> </ul>

	<p>education of pupils and of own non-discriminatory practice and attitude</p> <ul style="list-style-type: none"><li>• Be able to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults</li><li>• Demonstrate a commitment to safeguarding and promoting welfare for all</li><li>• <b><i>To be fully aware of and understand the duties and responsibilities with regard to Child Protection and Safeguarding in school and attend appropriate whole school staff training if and when required.</i></b></li></ul>	
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