

Post title – SEND Co-ordinator

| ATTRIBUTES | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
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| 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. • National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment (this is a requirement under the SEND Code of Practice) | <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 | Application Form Interview |

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| 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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