

**Special Educational Needs Co-Ordinator (SENDCo)
Person Specification – March 2026
L2 – L6**

Assessment foci: blue shading

1. Written application 2. Documentary evidence 3. Interview process 4. References

Education and professional qualifications	Essential/ Desirable	Assessment focus			
		1	2	3	4
Qualified teacher status / Senior Leader qualifications	Essential				
First degree or equivalent	Essential				
National Professional Qualification (NPQ) for SENDCos or a willingness to complete it within three years of appointment.	Essential				

Experience and knowledge	Essential/ Desirable	Assessment focus			
		1	2	3	4
At least 3 years successful teaching experience in the primary age range	Essential				
Experience of working at a whole-school level	Desirable				
Experience of working with children with a range of SEN	Essential				
Involvement in self-evaluation and development planning	Essential				
Experience of conducting training/leading INSET	Essential				
Experience of line management of staff	Essential				

Skills	Essential/ Desirable	Assessment focus			
		1	2	3	4
Sound knowledge of the SEND Code Of Practice	Essential				
Understanding what makes 'quality first' teaching, and of effective intervention strategies	Essential				
Ability to plan and evaluate interventions	Essential				
Data analysis skills and the ability to use data to inform provision planning	Essential				
Effective communication and interpersonal skills	Essential				
Ability to build effective working relationships	Essential				
Ability to influence and negotiate	Essential				
Good record-keeping skills	Essential				

Professional and personal attributes	Essential/ Desirable	Assessment focus			
		1	2	3	4
Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school	Essential				
Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability	Essential				
Ability to work under pressure and prioritise effectively	Essential				
Commitment to maintaining confidentiality at all times					
Commitment to best practice in safeguarding and equalities and inclusion in policy and practice	Essential				
Commitment to best practice in health and safety					
High quality communication skills – with staff, pupils and parents	Essential				
Committed to ensuring all children within Create Partnership Trust are safeguarded	Essential				



ACADEMIC EXCELLENCE



SOCIAL INTELLIGENCE



ETHICAL LIVES

Teaching and learning	Essential/ Desirable	Assessment focus			
		1	2	3	4
Ability to teach to an excellent standard and to role model for other staff	Essential				
Ability to keep up-to-date with the current national education agenda and curriculum	Essential				
Understanding of how children learn and can effectively apply their learning	Essential				
Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils	Essential				
Ability to develop a secure understanding of assessment strategies and the use of assessment to inform the next stages of learning	Essential				
Effective monitoring and evaluation of teaching and learning	Essential				
Experience of developing teaching and learning through coaching and/or mentoring	Desirable				
Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management	Essential				
Successful experience in creating an effective learning environment	Essential				
Ability to make accurate assessments of children's learning and able to support others to do the same within the year group	Essential				
High expectations of pupils' learning and attainment	Essential				
Strong commitment to school improvement and raising achievement for all	Essential				

Safeguarding

This school is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including:

Teaching	Enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work.
References	All applicants will be required to provide two suitable references.
Rehabilitation of offenders	<p>This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.</p> <p>This post is covered by part 7 of the immigration act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement of this role.</p>

Review Date:

March 2026



ACADEMIC EXCELLENCE



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ETHICAL LIVES