

## SENDCo Person Specification

This person specification shows the abilities, skills and qualifications you will need to carry out the duties associated with the role. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities listed below. You may also be asked to produce original copies of qualification certificates.

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b> A – application C – certificate I - interview
<b>Experience and Qualifications</b>			
Relevant first degree	✓		A/C
Qualified Teacher Status	✓		A/C
Right to Work in the UK	✓		A/C
National Award for SEN Co-ordination (or a willingness to complete it within 3 years of appointments)	✓		A/C
Experience of working at a whole school level	✓		A/I
Involvement in self-evaluation and development planning	✓		A/I
Experience of conducting training and leading INSET	✓		A/I
Evidence of continuous professional development with particular reference to Special Educational Needs and Disability.		✓	A
Experience of teaching KS3 and KS4	✓		A
Experience of teaching KS5		✓	A
<b>Skills and Knowledge</b>			
Sound knowledge of the SEND Code of Practice	✓		A/I
Understanding of effective intervention strategies	✓		I
Ability to plan and evaluate interventions	✓		A/I
Data analysis skills, and the ability to use data to inform provision planning	✓		A/I
Excellent record keeping skills	✓		I
Awareness of the funding support mechanism for SEND	✓		A/I
Understanding of the range of complex needs experienced by children who find it challenging to access the normal school curriculum.	✓		A/I
Knowledge and understanding of child protection matters	✓		A/I
Can evidence high standard of teaching skills and classroom practice	✓		A/I
<b>Personal Qualities</b>			
Effective communication and interpersonal skills	✓		A/I
Ability to build effective working relationships	✓		I
Ability to influence and negotiate	✓		I
Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability	✓		I
Ability to adhere to the school's policies and procedures relating to child protection, health and safety, security, confidentiality and data protection	✓		I
Commitment to maintaining confidentiality at all times	✓		I
Show respect and promote the School's CHARACTER values	✓		A/I