



***Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment***

**Notre Dame High School Person Specification**

**Job Title:** SENDCo (Special Educational Needs and Disabilities Co-ordinator)

<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>		
Experience in a leadership role within a primary or secondary school setting		√
Significant experience working with students with SEND in primary, secondary or in a specialist setting	√	
Demonstrable evidence of developing and implementing strategies to help children and their families	√	
Experience managing budgets and staff teams.		√
Experience working with external agencies and multi- agency systems	√	
<b>Skills and Knowledge</b>		
In-depth knowledge of SEND legislation and best practice.	√	
Ability to work with a range of people with the aim of ensuring the safety and welfare of children	√	
Awareness of local and national agencies that provide support for children and their families	√	
Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns	√	
Good IT skills, including previous use of CPOMS, Bromcom or similar	√	
Effective communication and interpersonal skills	√	
Ability to communicate a vision, inspire and motivate others and build confidence	√	
Ability to build effective working relationships with staff and other stakeholders	√	
Ability to think on feet, work on own initiative and find solutions to problems	√	
Ability to work under pressure and prioritise effectively	√	
Ability to work as a member of a team and be accountable	√	
Ability to handle conflict and change with optimism and resilience	√	
<b>Personal qualities, values and attributes</b>		
Commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment	√	
Commitment to upholding the school ethos including; spiritual life, use of	√	

authority and maintaining discipline		
Values all children equally	√	
Commitment to maintaining confidentiality at all times	√	
Conducts oneself with humour, diplomacy and integrity	√	
<b>Qualifications and training</b>		
Qualified Teacher Status (QTS)	√	
NASENCo qualification (or willingness to achieve within statutory timeframe).	√	