

SENDCo - Person Specification



	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Qualified Teacher status • National Award for SEN Co-ordination or currently working towards NPQ Special Educational Needs Co-Ordinator [note: this is a requirement under the SEND Code of Practice] • Experience of tracking progress and raising the achievement of student groups at whole school level • Evidence of involvement in INSET as a participant and as a provider 	<ul style="list-style-type: none"> • Strategic responsibilities in school leadership and management
General and Specialist Knowledge	<ul style="list-style-type: none"> • The SEND Code of Practice • 'Quality first' teaching, and effective intervention strategies • The planning and evaluation of interventions • Data analysis, and the ability to use data to inform provision planning • Planning for the delivery of a broad and balanced curriculum which meets the needs of all learners 	<ul style="list-style-type: none"> • Current theories of teaching and learning • Staff development and Performance Management • Monitoring and assessment across a phase or key stage
Skills and Abilities	<ul style="list-style-type: none"> • Use vision, initiative and leadership in making change, to enhance and raise standards • Support the work of colleagues and promote staff development • Involve staff, parents and governors in the process of establishing a clear and shared set of aims, objectives and values for the school • Use ICT with confidence • Effective communication and interpersonal skills • Well-developed multi-tasking and time-management skills 	<ul style="list-style-type: none"> • Active involvement in a wider community experience or event

	<ul style="list-style-type: none"> • Good record-keeping skills 	
Personal Qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for students and promoting the ethos and values of the school • A commitment to equal opportunities and securing good outcomes for students with SEN or a disability • The ability to work under pressure and prioritise effectively • A commitment to maintaining confidentiality at all times • A commitment to safeguarding and equality • Supportive of school ethos • Smart and professional appearance • Ability to work as an individual or as a member of a team • Ability to build excellent relationships with colleagues and external contacts 	
Additional Requirements	<ul style="list-style-type: none"> • Operate with the highest standards of personal/professional conduct and integrity • Be willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust • Be willing to undertake training and continuous professional development in connection with the post • Work in accordance with the Trust's values and behaviours • Be able to undertake any travel in connection with the post • Be able to demonstrate sound understanding of equality/diversity in the workplace and services provided • Be able to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults • Demonstrate a commitment to safeguarding and promoting welfare for all 	<ul style="list-style-type: none"> • Practising Catholic