



Person Specification: Special Educational Needs and Disabilities Co-Ordinator



Person Specification: Full Time Class Teacher:

Post Title: SENDCo

Grade: MPS/UPS &TLR2

Responsible to: Headteacher and Academy Trust Board

Paganel Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments are therefore subject to satisfactory DBS and Immigration Checks, together with the receipt of References and Health clearances.

| | Essential | Method of Assessment |
|----------------|--|--------------------------------|
| Qualifications | Qualified Teacher Status Relevant degree SENDCo Award/NPQ for SENCOs (or commitment to complete) Evidence of continuous professional development | Application form/ Interview |
| Knowledge | Detailed knowledge and understanding of the education sector and evidence of successful track record of raising of standards and achievement in current school with a particular focus on the attainment of pupils with additional needs Evidence of strong knowledge of curriculum and pedagogy Evidence of raising standards of attainment for all pupils in reading, writing and mathematics at least line with National expectations at current school Evidence of effective use of rapid action planning, monitoring and evaluation to support the raising of standards Demonstrate ability to work successfully with parents, families, agencies and stakeholders Knowledge of current safeguarding processes and procedures Sound knowledge of the Code of Practice and underpinning laws in relation to SEND | Application form/ Interview |

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| | <p>Ability to plan, deliver and evaluate interventions</p> <p>Data analysis skills and the ability to use data to inform provision planning</p> <p>Ability to effectively meet the needs of children with complex needs, effectively evaluating next steps in the learning</p> <p>Ability to professionally challenge to ensure the needs SEND and EAL pupils are met</p> <p>Ability to build effective working relationships</p> <p>Ability to influence and negotiate</p> <p>Effective and accurate record keeping skills</p> | |
| Experience | <p>Successful teaching experiences</p> <p>Experience at working at a whole school level, impact on outcomes</p> <p>Evidence of effectively delivering training for staff and parents</p> <p>Experience of the EHCP process to secure the appropriate funding and provision</p> | Application form/ Interview |
| Personal Qualities | <p>Effective communication skills</p> <p>Team worker and proven ability to work collaboratively</p> <p>Commitment to high standards, equality of opportunity and continuous improvement</p> <p>Enthusiastic, positive attitude and highly motivated</p> <p>Competent and confident with IT</p> <p>Supportive – ability to lead and develop others</p> | Application form/ Interview |
| Other | <p>Promotion of positive behaviour strategies</p> <p>Excellent record of health and attendance</p> <p>Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback</p> | Application form/ Interview |



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| | Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation | |
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