

Job Description and Person Specification

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• Qualified teacher status• Degree• Professional development in preparation for a leadership role• National Award for SEN Coordination
Experience	<ul style="list-style-type: none">• Successful previous teaching experience• Experience of working at a whole school level• Successful previous SENDCO experience• Line-management experience• Demonstrable experience of successful line management and staff development
Behaviours	<ul style="list-style-type: none">• Excellent communicator• Professional and approachable• Ability to problem solve as part of a team or working alone• Solution focused and proactive when faced with challenges• Confident on following through on tasks and resolving enquiries• Reflective practice• Positive 'can do' attitude with the ability to influence others• Demonstrates resilience• Can work collaboratively with others developing positive working relationships• Demonstrates resilience

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Skills and knowledge	<ul style="list-style-type: none">• Effective verbal communication and interpersonal skills• Excellent written communication skills• Sound knowledge of the SEN Code of Practice• Understanding of high-quality teaching, and the ability to model this for others and support others to improve• Secure understanding of effective interventions• Knowledge of the National Curriculum and Early Years Framework• Knowledge of effective teaching and learning strategies• Knowledge of effective behaviour and classroom management strategies• Ability to adapt teaching and the environment to meet the needs of all children• Ability to lead, influence and negotiate• Excellent planning and organisational skills• Strong record keeping skills• High degree of attention to detail• Effective ICT skills, particularly ICT to support learning for all children• Experience of using school IT systems, e.g. Scholar Pack and CPOMs to input and analyse data• Ability to chair meetings, maintaining a focus on agenda items, and summarising actions holding others to account
Personal qualities	<ul style="list-style-type: none">• Demonstrate an understanding of the Flying High Partnership vision and values and how they will/do align themselves• A commitment to getting the best outcomes for all children and promoting the ethos and values of the school• Ability to work under pressure and prioritise effectively to meet deadlines• Commitment to own continued professional learning• Commitment to always maintaining confidentiality• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position