

# Summerswood Primary School



## Personal Specification - SENCO

### Essential Criteria

#### Qualifications & Training

- Qualified Teacher Status (QTS).
- National Award for SEN Coordination (NASENCO) or National Professional Qualification for Special Educational Needs Co-Ordinators (NPQSENCO)
- Commitment to ongoing professional development related to SEND, inclusion, and leadership.
- Enhanced DBS and positive references.

#### Experience

- Successful teaching experience within the primary phase.
- Proven experience teaching and supporting children with additional needs in a classroom setting.
- Experience working with external agencies to support pupils with SEND.
- Experience supporting colleagues or contributing to whole-school SEND provision.

#### Knowledge & Skills

- Strong understanding of the SEND Code of Practice and statutory responsibilities.
- Good understanding of a wide range of Special Educational Needs and Disabilities.
- Ability to lead and manage the Assess–Plan–Do–Review cycle effectively.
- Excellent classroom practice with the ability to model inclusive, adaptive teaching.
- Ability to be strategic, prioritise actions, and manage time effectively.
- Excellent verbal and written communication and interpersonal skills.
- Confident in working with parents and carers, building positive and trusting relationships.
- Ability to offer advice, guidance, and support to colleagues.
- Understanding of the importance of confidentiality and professional integrity.
- Confident user of IT for record-keeping, communication, and data analysis.
- Ability to work effectively as part of a team and collaborate with a range of professionals.

#### Personal Qualities

- Commitment to inclusion, equity, and the belief in the potential of every child.
- Empathy, patience, resilience, and a child-centred approach.
- Commitment to relational practice and unconditional positive regard in behaviour support.
- Reflective, proactive, and solution-focused.
- Ability to inspire confidence and build strong relationships with staff, families, and professionals.
- Strong sense of responsibility and professionalism.

### Desirable Criteria

#### Qualifications & Experience

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- Previous experience in a SENCO or inclusion leadership role.
- Experience line-managing colleagues, including teaching assistants.
- Experience working with Governors and Trustees.
- Willingness to attend Local Governing Board meetings where relevant to the role.

## **Knowledge & Wider Contribution**

- Experience contributing to Trust-wide or network-wide inclusion work.
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