



**PERSON SPECIFICATION**

**SENCO**

ATTRIBUTES	DESCRIPTION	E	D
<b>QUALIFICATIONS</b>	➤ Good Honours degree or equivalent	✓	
	➤ Qualified Teacher Status	✓	
	➤ Have already passed, or the willingness to study for, The National Award for SEN Co-ordination	✓	
	➤ Evidence of continuing recent professional development relevant to the post	✓	
	➤ Further professional qualification		✓
<b>EXPERIENCE OF</b>	➤ excellent teaching as demonstrated by a successful track record	✓	
	➤ working extensively with students with SEND	✓	
	➤ working with vulnerable students including those with emotional and behavioural difficulties	✓	
	➤ leading a team and managing the performance of individuals within it		✓
	➤ liaising with external agencies to secure improved outcomes for young people	✓	
	➤ improving the quality of Teaching & Learning for all students including those with special educational needs	✓	
	➤ managing and using data to support student progress and attainment	✓	
	➤ preparing bids for additional funding		✓
	➤ supporting strategies to improve parental involvement in their children’s learning	✓	
	➤ timetabling support staff and writing policies		✓
<b>PROFESSIONAL KNOWLEDGE AND UNDERSTANDING OF</b>	➤ current legislation and best practice surrounding the education of children with SEND	✓	
	➤ how to raise attainment particularly in relation to students with SEND and vulnerable students	✓	
	➤ curriculum and assessment particularly in relation to SEND and vulnerable students, including alternative provision	✓	
	➤ barriers to learning and strategies to overcome them	✓	
	➤ relevant legislation and guidance in relation to working with and the protection of children and young people	✓	
	➤ the updated Special Educational Needs Code of Practice	✓	

<b>PROFESSIONAL SKILLS, ATTRIBUTES AND PERSONAL QUALITIES</b>	➤ The ability to communicate effectively to a range of audiences	✓	
	➤ Ability to analyse data effectively to assess whole school performance and progress	✓	
	➤ Ability to work with a range of stakeholders including governors and parents and be accountable for performance and budget expenditure	✓	
	➤ Well-developed interpersonal skills with the ability to enthuse and motivate others and develop effective partnerships	✓	
	➤ Commitment to the protection and safeguarding of children and young people and the ability to follow agreed procedures	✓	
	➤ Leadership skills including the ability to inspire others, to build successful teams and a commitment to distributed leadership	✓	
	➤ Confidentiality, tact and sensitivity	✓	
	➤ Ability to prioritise workload and that of others	✓	
	➤ Excellent organisational skills with the ability to use own initiative, work independently, solve problems and make decisions	✓	
	➤ Commitment to the core values and vision of the school	✓	
	➤ Effective communicator and team player	✓	
	➤ Energy and resilience	✓	
	➤ A sense of humour	✓	
	➤ Commitment to inclusion		
	➤ Adaptable to changing circumstances and new ideas	✓	
	➤ The ability to think creatively	✓	
	➤ Desire for on-going CPD	✓	
	➤ A commitment to the pursuit of excellence through reflective practice and CPD	✓	
	➤ A commitment to equal opportunities	✓	
	<b>APPLICATION AND LETTER</b>	➤ The letter should be clear and concise (no more than two sides) with organised views	✓
➤ The letter should address the requirements of the post and clearly indicate why you have applied for this position		✓	
➤ Application form should be fully completed and clearly legible		✓	