



PERSON SPECIFICATION

Special Educational Needs Co-ordinator (SENCO)

Criteria	Qualities	Ascertained by
Qualifications	<ul style="list-style-type: none"> ✚ Qualified teacher status ✚ National Award for Special Educational Needs Co-ordination (desirable but if not achieved a commitment to obtaining this within 2 years) ✚ Degree 	<p>Application form</p> <p>Documentary evidence</p>
Knowledge & Understanding	<ul style="list-style-type: none"> ✚ To have a clear understanding of the National Curriculum and its application. ✚ Evidence of continuing and recent professional development ✚ Recent, significant and successful experience as a teacher in the primary phase ✚ A proven track record of raising attainment in any key stage ✚ An excellent understanding of current theory and best practice in teaching and learning, particularly related to SEND and pupil progress ✚ Good understanding of the 21st century learning context and the use of new technologies ✚ Successful experience of leading aspects of curriculum development at whole school level ✚ Good understanding of effective leadership and management in relation to raising pupils' attainment and school improvement ✚ Possession of good analytical skills, ability to synthesise complex information, summarise, draw appropriate conclusions and make decisions ✚ Good understanding of how opportunities can be made to enrich and enhance the curriculum to address the needs of all pupils ✚ Knowledge of equality of opportunity issues and how they can be addressed in schools ✚ Leadership qualities, including energy, resilience and the ability to enthuse and motivate others ✚ The ability to provide a model of best practices, through teaching in own or other classrooms ✚ Experience of contributing to school improvement, as a member of a school team ✚ The ability to develop and maintain effective relationships with all members of the school community and outside agencies ✚ Good understanding of effective strategies for gaining and maintaining high standards of discipline at whole school level, in accordance with the school's policy ✚ Knowledge and understanding of statutory requirements, relevant legislation and government strategies ✚ Ability to understand, interpret and present school performance and financial data ✚ Understand the role of parents and the community in school improvement and how this can be promoted and developed ✚ Ability to work effectively under pressure, to prioritise appropriately and to meet deadlines 	<p>References</p> <p>Interview</p> <p>Selection tasks</p>

	<ul style="list-style-type: none"> ✚ Up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people and demonstrate an understanding of safeguarding issues and the ability to follow procedures 	
Communication	<ul style="list-style-type: none"> ✚ The ability to communicate effectively in a verbal and written form to a range of audiences 	Application form Interview
Skills & Aptitudes	<ul style="list-style-type: none"> ✚ Successful experience of improving the quality of teaching and learning, through processes of monitoring and support ✚ Proven outstanding teaching across more than one key stage ✚ Experience of teaching in more than one school (desirable) ✚ Experience of Performance Management as a team leader ✚ Experience of developing and leading staff development programmes for teachers and other staff ✚ Experience of managing and using pupil attainment and tracking databases ✚ Understanding of leading and managing change ✚ Experience of involvement with a Governing Board ✚ Experience of initiating and implementing strategies to improve parental involvement in their children's learning 	Application Form References Interview Qualifications or experience Selection Tasks
Disposition	<ul style="list-style-type: none"> ✚ To be committed to raising the levels of achievement of children of all abilities ✚ Able to work as part of a team 	Application Form References Interview Selection tasks
Personal qualities	<ul style="list-style-type: none"> ✚ Passionate about Learning and Teaching ✚ Displays warmth, care and sensitivity in dealing with children ✚ Open minded, self-evaluative and adaptable to changing circumstances and new ideas ✚ Able to enthuse and reflect upon experience ✚ Willingness to be involved in the wider life of the school ✚ Ability to prioritise ✚ Good interpersonal/communication skills ✚ Ability to maintain good sense of humour, a willingness to learn and the will to continue to strive for excellence 	Application Form References Interview Selection Tasks
Special requirements	<ul style="list-style-type: none"> ✚ An Enhanced Criminal Records Bureau clearance is essential ✚ A good health and attendance record 	References Documentary evidence