



SENDCO/Leadership Role Personal specification / Selection criteria

Job Requirements	Status of Criteria		Method of Assessment		
	Essential	Desirable	Application	Interview/task	Reference
Training and Qualification					
Qualified teacher status	✓		✓		
Experience of working with Special Educational Needs	✓		✓		
Experience working as a SENDCO		✓			
NPQ SENDCO or equivalent or commitment to complete within 2 years.	✓		✓		
Minimum three years Middle Leadership experience	✓		✓		
Faith, Ethos and Commitment					
Demonstrate a clear support for the Catholic ethos of the school	✓		✓	✓	
Commitment to spiritual life of St Bede's	✓			✓	
Commitment to extra curricular activities	✓			✓	
Practising Catholic		✓	✓		
Teaching and Management Experience					
Exceptional practitioner who can demonstrate high quality teaching and learning	✓		✓	✓	✓
Demonstrate competence in current teaching methodologies, and managing and supporting challenging behaviour	✓		✓	✓	✓
Commitment to working with the Headteacher and Senior Leadership Team in delivering whole-school strategies including delivering CPD to staff to ensure children with SEND are able to thrive in mainstream classrooms	✓		✓		
Strong track record of strategic thinking and impact across department and/or whole school initiatives	✓		✓	✓	✓
Professional Knowledge and Understanding					
A thorough knowledge and understanding of the SEND code of Practice	✓		✓	✓	
Demonstrate a sound understanding of the National Curriculum	✓		✓	✓	
Competence in the use of ICT to support children with SEND	✓		✓	✓	
Able to demonstrate effective planning, learning, teaching and assessment strategies used and monitor progress to support pupils with SEND	✓		✓	✓	
Understanding of the new OFSTED framework and the White Paper proposals and the implications for SEND	✓		✓	✓	



Comprehensive understanding of performance measures for schools	✓		✓	✓	
To work with Curriculum and Pastoral Leaders to oversee the development of an effective curriculum for SEND students					

Personal characteristics					
Able to form appropriate relationships with students through positive discipline	✓			✓	✓
Able to form professional relationships with other staff	✓			✓	✓
Able to work individually and as part of a team	✓			✓	✓
Able to work to deadlines	✓				✓
Ability to communicate effectively with departmental staff	✓			✓	✓
Ability to communicate effectively with parents/carers verbally & in writing	✓		✓	✓	
Ability to liaise effectively with relevant outside agencies		✓	✓		
Listen to and reflect on feedback	✓				✓
Possess a good health and attendance record	✓				✓ (post offer)