

**Deputy Special Educational Needs Coordinator**

**Person Specification**

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| **Category** | **Essential** | **Desirable** | **Evidence form** |
| Education and Training | * Qualified Teacher Status. * Graduate or equivalent in appropriate subject. * Recent evidence of subject based training. * A relevant SEN qualification such as L7 in SpLD or higher. | * Good Honours Degree (First or Second Class). * National Award for SENCOs.\* * Exam Access Arrangements Assessor Qualifications. * Safeguarding/ Child Protection Qualifications. | Application form |
| Experience | * Significant successful teaching experience in a secondary school. * Working with pupils with a wide range of SEND. * Teaching across the full ability range in KS3 and KS4. * Attendance at Annual Reviews. | * Experience of a leadership role as part of a school management team. * Working with external agencies. * Experience chairing meetings. | Application form  Letter of application |
| Knowledge | * Excellent working knowledge of how to meet the needs of pupils with a range of SEND * Knowledge of the content, structure and purpose of Education and Health Care Plans * Understanding of the characteristics of high quality teaching. * Knowledge of statutory curriculum, assessment, recording and reporting requirements. * Knowledge of strategies for raising student attainment. | * How to use comparative data, together with information about students’ prior attainment, to set targets for improvement. * Up to date knowledge of SEN legislation, including the SEN Code of Practice 2014. * Professional proficiency and experience in the use of ICT. | Interview  References |
| Leadership  Skills | * The ability to inspire students and staff. * The ability to lead a team towards a common goal. * Good oral and written communication skills. * The ability to deal sensitively with people, recognise individual needs and take account of these in securing a consistent team approach to raising achievement in the subject. * The ability to solve problems and make decisions. * The ability to take responsibility for continuous professional self-development. * The ability to work under pressure and to meet deadlines. * The ability to analyse, understand and interpret relevant information and data. * The ability to set standards and provide a role model for pupils and other staff, in the teaching and learning of the subject. * The ability to prioritise and manage own time effectively, particularly in relation to balancing the demands made by teaching, subject management and involvement in school development. * The ability to use ICT appropriately. | * The ability to teach outstanding lessons and share best practice with others. * The ability to lead staff training to support professional development. * Ability to present to an audience. | Interview  References |
| Attributes | * Self confidence and initiative. * Reliability, resilience and integrity. * Personal impact and presence. * Enthusiasm and commitment. * Intellectual ability. * Holistic thinking. * Flexibility. * Be suitable to work with children. | * Willing to contribute to the wider life of the school. * Interest and experiences outside teaching. * Aspiration to be a SENDCO in the future. | Interview  References |

\* If the qualification is not already held, it would be necessary for the successful applicant to extend their range of expertise by completing the National Award for SENCOs within their first two years in post, the costs of which would be met by the School.