



## SENDCO Person Specification

Criteria	Qualities
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>▪ Degree</li> <li>▪ Qualified teacher status</li> <li>▪ National Award for SEND Co-ordination, or a willingness to complete it within 3 years of appointment</li> <li>▪ Recent training in procedures for Access Arrangements, or a willingness to undertake on appointment</li> <li>▪ Other relevant in-service training</li> </ul>
<b>Experience of</b>	<ul style="list-style-type: none"> <li>▪ Working as a qualified teacher working in secondary schools</li> <li>▪ Pastoral or academic leadership in a secondary school setting</li> <li>▪ Successfully leading the implementation of change and reviewing its impact</li> <li>▪ Implementing strategies to promote supporting children with SEND</li> <li>▪ Involvement in self-evaluation and development planning</li> <li>▪ Conducting training/leading INSET</li> <li>▪ Line managing staff and conducting appraisals</li> <li>▪ Sharing good practice within and outside of own school</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Sound knowledge of the SEND Code of Practice</li> <li>▪ Knowledge of procedures for exam access arrangements</li> <li>▪ Understanding of effective intervention strategies</li> <li>▪ Ability to plan and evaluate interventions</li> <li>▪ Data analysis skills, and the ability to use data to inform provision planning</li> <li>▪ Effective communication and interpersonal skills</li> <li>▪ Ability to lead and motivate a team</li> <li>▪ Highly effective written and verbal communication skills</li> <li>▪ Excellent planning and organisational skills</li> <li>▪ Ability to work effectively and stay calm under pressure</li> <li>▪ Ability to deal effectively with complex situations and make informed decisions</li> <li>▪ Ability to establish priorities in the face of competing demands</li> <li>▪ Establish excellent and professional relationships with students, colleagues and parents</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>▪ A commitment to inclusive, comprehensive education</li> <li>▪ A commitment to securing excellent outcomes for children with SEND</li> <li>▪ A commitment to collaborative working</li> <li>▪ A willingness to learn and ask for support</li> <li>▪ A willingness to be involved in the School's wider enrichment programme including extra-curricular activities.</li> </ul>