

Person Specification

DRAFT

Lead SEND Officer/SENCO

Qualifications and Experience	Essential	Desirable
Experience of working with children and young people in schools	✓	
Qualified Teacher Status	✓	
Prior teaching experience	✓	
Prior experience of supporting children with SEND	✓	
GCSE level equivalent English, Mathematics and Science together with ICT skills	✓	
Willingness to apply for the Masters Level National Award in SEN	✓	

Professional knowledge and understanding, skills and attributes	Essential	Desirable
Ability to be highly organised in order to manage the provision of SEND across a Trust phase	✓	
Ability to achieve challenging professional targets/objectives	✓	
Ability to contribute effectively to the development of Trust policies relating to SEND and keep up to date with statutory guidance in relation to SEND	✓	
Ability to liaise effectively with colleagues such as Teachers, Teaching and Learning Associates and Leadership Teams, as well as external agencies such as other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies	✓	
High levels of literacy and written communication skills in order to complete all relevant paperwork to a high standard, for internal and external use	✓	
Ability to chair high level meetings with confidence		
Ability to judge when to make a decision, when to consult and when to defer to Executive Leadership	✓	
Ability to promote the ethos aims and objectives of the Trust to the wider community and represent the Trust when working with external agencies	✓	
Ability to prioritise own time, work under pressure and to deadlines with a sense of balance and perspective	✓	
High levels of ICT skills and ability to read and interpret whole school/college data	✓	
Ability to deliver whole school/college/ Trust CPD to staff and produce training material	✓	
Ability to model outstanding teaching and learning to colleagues in order to support implementation of SEND strategies	✓	
A commitment to safeguarding and promoting the health, safety and wellbeing of children.	✓	

Personal skills and attributes	Essential	Desirable
Good interpersonal skills – the ability to make points clearly and understand the views of others	✓	
Be able to manage potentially difficult situations and diffuse tension with sensitivity and care	✓	
Commitment to always putting the needs of the child first	✓	
Energy, determination and perseverance	✓	
Enthusiasm and commitment	✓	
Reliability, honesty and integrity	✓	
Well-organised and good time-keeping	✓	
Willingness and ability to be flexible with the demands of the role	✓	
Excellent concentration and decision-making skills	✓	
Physical and mental wellbeing with ability to facilitate classroom based practical activities.	✓	

The above is not necessarily a comprehensive definition of the post and is subject to modification and amendment.