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| **SENCO - Person Specification** |

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| **You should be able to demonstrate that you meet the following criteria:** |

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| **E = Essential****D = Desirable** |  | **Measured by:**1. **Application Form T. Test/Exercise**
2. **Interview R. References**

**C. Certificate/s** |

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|  **Qualifications** |
| **E** | QTS certificate | **A C** |
| **E** | To have completed or be willing to study towards the NASENCO qualification. | **A** |

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|  | **Experience** |  |
| **E** | Recent, relevant evidence of commitment to training and development | **A**  |
| **E** | Advanced Knowledge and use of school systems and environment | **A T I** |
| **D** | To have experience of working with local authority / school or Academy / external agency | **A D** |

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|  | **Knowledge and Skills** |  |
| **E** | Posses good Knowledge of the National Curriculum  | **A I** |
| **E** | To be able to relate well to children and adults | **A T I** |
| **E** | To have excellent numeracy/literacy skills | **A T** |
| **E** | To have excellent written and spoken communication skills | **A T** |
| **E** | To have excellent written and spoken communication | **A T** |
| **E** | To be flexible and creative | **A T I R** |
| **E** | To be an excellent communicator in a variety of forms and to a variety of audiences | **A I** |
| **E** | To be attentive to detail and commitment to accuracy | **A T** |
| **E** | To have the ability to organise self and others | **A T I** |
| **E** | To have strong interpersonal skills but with ability to work alone and be self-reliant | **A T I R** |
| **E** | To be understanding of and commitment to core purpose of the Academy | **A I** |
| **E** | Be committed to development of systems and self | **A I** |
| **E** | To have the ability to maintain student records and feedback to relevant staff  | **A T I****A I** |
| **E** | To be able to employ a range of coaching skills including group work | **A** |
| **E** | To be knowledgeable, understanding and commitment to equality, diversity and inclusion informed by practical experience and application | **A** |
| **E** | To have Leadership qualities and Experience  | **A** |
| **D** | To be able to attend meetings outside of normal school hours | **A** |

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|  | **General** |  |
| **E** | Be respectful towards all students, with total belief in their entitlement to a high-quality education, whatever their circumstances and ability | **A I** |
| **E** | Be committed to raising standards of achievement through high quality practice and work ethic | **I** |
| **E** | Be committed to the principles of the Academy programme | **A I** |
| **E** | Possess personal integrity, warmth and a willingness to grow and learn | **I** |
| **E** | Be commitment to the education of the ‘whole child,’ i.e. social, emotional and citizenship development | **I** |

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|  | **Continuous Professional Development**  |  |   |
| **E**  | Evidence of commitment to personal CPD.  | **A**  |
| **E**  | Be able to lead the development of others.  | **A**  |