

Cheapside CofE Primary School

Watersplash Lane • Cheapside • Ascot • Berkshire • SL5 7QJ

Telephone: (01344) 621112

Website: www.cheapsideschool.org.uk

E-mail: school.office@cheapsideschool.org.uk

Interim Headteacher: Mrs Joanne Butler



SENCo - Person Specification

Qualifications and Training	Essential	Desirable
	<p>Qualified Teacher Status (QTS).</p> <p>National Award for SEN Coordination (or willingness to complete within statutory timescale).</p> <p>Degree or equivalent professional qualification.</p> <p>Evidence of relevant, ongoing professional development related to SEN and inclusion.</p>	<p>Additional qualifications in SEN, inclusion, leadership, or pastoral care.</p> <p>Training related to safeguarding, trauma-informed practice, or supporting vulnerable pupils.</p>
Experience	<p>Successful teaching experience within a primary school setting.</p> <p>Experience of supporting pupils with a range of special educational needs and disabilities.</p> <p>Experience of working with vulnerable or disadvantaged pupils, including those with EAL and those eligible for Pupil Premium.</p> <p>Experience of working collaboratively with parents, colleagues, and external agencies.</p> <p>Experience of contributing to or leading aspects of SEN or inclusion provision.</p>	<p>Experience in a SENCo role or leadership responsibility for SEN and inclusion.</p> <p>Experience of leading EHCP processes, including annual reviews and transitions.</p> <p>Experience of coaching, mentoring, or training staff.</p> <p>Experience of working within a Church school or faith-based setting.</p>
Professional Knowledge and Understanding	<p>Secure knowledge of the SEND Code of Practice and relevant legislation.</p> <p>Understanding of effective inclusive teaching and learning strategies.</p> <p>Knowledge of assessment, monitoring, and tracking systems to support pupil progress.</p> <p>Understanding of safeguarding and child protection procedures.</p>	<p>Knowledge of local authority SEN systems and funding arrangements.</p> <p>Understanding of data analysis to inform strategic decision-making.</p> <p>Knowledge of current research and best practice in SEN and inclusion.</p>

	Understanding of equality, diversity, and inclusive practice.	
Skills and Abilities	<p>Ability to lead, inspire, and support colleagues to develop inclusive classroom practice.</p> <p>Strong interpersonal and communication skills, including the ability to work sensitively with parents and carers.</p> <p>Ability to analyse data and translate findings into effective action.</p> <p>Effective organisational and time-management skills.</p> <p>Ability to prioritise, manage workload, and meet statutory deadlines.</p> <p>Ability to work strategically while maintaining attention to detail.</p>	<p>Ability to contribute confidently to reports for governors and senior leaders.</p> <p>Ability to manage and monitor budgets and resources effectively.</p> <p>Strong coaching and facilitation skills.</p>
Personal Qualities	<p>Commitment to the Christian ethos and values of a Church of England school.</p> <p>A strong commitment to inclusion, equality, and high expectations for all pupils.</p> <p>Resilience, flexibility, and a solution-focused approach.</p> <p>Integrity, professionalism, and discretion.</p> <p>Willingness to reflect on practice and engage in professional learning.</p>	<p>Ability to model compassionate, values-led leadership.</p> <p>Enthusiasm for innovation and continuous improvement.</p>
Other requirements	<p>Commitment to safeguarding and promoting the welfare of children.</p> <p>Willingness to undertake further training as required.</p> <p>Ability to work effectively as part of a senior leadership team.</p>	Willingness to contribute to the wider life of the school and its community.