

# Foxton Primary School

## SENDCo - PERSON SPECIFICATION

<b>Post title:</b>	<b>SENDCo</b>
<b>Grade:</b>	MS-UPS (+ SENCo Allowance if or when the National Award for SEN Co-ordination Postgraduate Certificate has been / is achieved)
<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	SEND
<b>Purpose of the job:</b>	The SENDCo is required to carry out the duties of a schoolteacher as set out in the School Teachers' Pay & Conditions Document and the Teachers' Standards.

### Overall responsibility

- To lead, manage, develop and maintain high quality SEND provision which enables quality teaching, excellent learning outcomes and success for all pupils.
- To model effective teaching, to coach and train colleagues and to teach, as appropriate, across the school.
- To keep all aspects of paperwork including records and policies up-to-date and actioned as appropriate

<b>Selection criteria</b> – all are essential except those marked * which are desirable	
Qualifications and experience	1. Qualified Teacher Status
	2. National Qualification for Special Educational Needs Co-ordination or a commitment to study for this award
	3. Proven track record of CPD
	4. Further specialist qualification in an aspect of SEND eg. ASD, SpLD *
	5. At least 5 years successful teaching experience within the primary age range
	6. Evidence of sound knowledge of effective quality first teaching and intervention strategies
	7. Demonstrable experience in working collaboratively with parents, colleagues, governors and the local community*
	8. Experience of monitoring and evaluating effective teaching and learning*
	9. Proven experience in effective liaison with a range of outside agencies*
Professional knowledge and understanding	1. Knowledge and understanding of the expectations within the new National Curriculum
	2. Knowledge and understanding of current developments and best practice in SEND legislation and all aspects of inclusion and pastoral care
	3. Knowledge of the range and types of interventions available
	4. Confident use of ICT, including classroom technologies
	5. The effective management of provision for SEND
	6. Understanding of child protection procedures and safeguarding children
Abilities and skills	1. Ability to use performance data to inform provision mapping and planning
	2. Ability to lead and manage people to work effectively, both individually and in teams
	3. Produce and update all statutory documents
	4. Ability to deal sensitively with people
	5. Show excellent time and management skills and analyse, prioritise and meet deadlines
	6. Ability to communicate effectively, taking into account the views of others, including effective oral and written communication and excellent presentation skills
	7. Ability to organise work effectively, prioritising and managing time, working under pressure to meet deadlines and setting personal goals
	8. Ability to promote the learning ethos of the school, supporting our vision for excellent education which develops happy, confident, successful and caring global citizens
	9. Ability to ensure environments within the school are welcoming, inclusive and fully supportive of all children achieving their very best
Personal qualities	1. A commitment to inclusive education and a willingness to respond to the needs of all learners
	2. Ambition, energy, enthusiasm, determination and drive to develop your role
	3. Reliability, professionalism and integrity