

**Sandling Primary School**

**Person Specification – SENCo**

**E – Essential D – Desirable**

**Experience and Qualifications**

* E Have a degree
* E Have Qualified Teacher Status.
* E Have National Award for SEN Co-ordination or a willingness to complete the qualification within 3 years.
* E At least 5 years teaching experience, including supporting children with Special

Educational Needs.

* E Proven track record of consistently good or better teaching.
* E Experience of liaising with and implementing strategies advised by outside agencies.
* E Proven track record of effective communication with all stakeholders including

pupils, staff and parents.

* E Experience of working at a whole school level e.g. subject leadership
* E Experience of leading / delivering INSET
* D Experience of using SEN related software e.g., SIMs, Clicker, Communicate in Print,
* D Evidence of recent relevant training/experience.
* D Evidence of resolving conflicts in a professional manner.
* D Experience in leading staff appraisals

**Knowledge and Skills**

* E An understanding of the developmental needs of children (4 – 11).
* E An understanding of the need to respect confidentiality at all times.
* E A sound understanding the current Code of Practice and Disability Discrimination

Act.

* E An understanding of what makes ‘quality first’ teaching, and of effective intervention

strategies

* E An ability to plan and evaluate interventions
* E Effective communication and interpersonal skills
* E An ability to build effective working relationships with all stakeholders and relevant

outside agencies

* E Effective time management and record-keeping skills
* E An ability to relate to all pupils in a positive and supportive manner, valuing and showing

respect for their individual needs.

* E An ability to lead by example.
* D Data analysis skills, and the ability to use data to inform provision planning

**Characteristics**

* ECommitment to getting the best outcomes for pupils and promoting the ethos and   
   values of the school
* E Commitment to equal opportunities and securing good outcomes for pupils with SEN or a   
   disability
* E Ability to work under pressure and prioritise effectively
* E Commitment to maintaining confidentiality at all times
* E Commitment to safeguarding and equality
* E A willingness to undertake professional development.
* E A calm, positive, supportive and consistent approach.
* EProfessional at all times.