St. Francis Catholic Primary School
Headteacher: Mrs C. Peear

Person Specification
Special Educational Needs Co-ordinator (SENCO)

Criteria	Essential	Desirable
Qualifications		
Qualified Teacher Status (QTS).	✓	
Satisfactory completion of statutory induction, where applicable.	✓	
Holds the National Award for SEN Co-ordination (NASENCO) or National Professional Qualification for SENCOs (NPQ for SENCOs), or is willing and eligible to undertake the required qualification within the statutory timescale.	✓	
Evidence of relevant continuing professional development in SEND and inclusion.	✓	
Experience		
Experience of working with children with a range of special educational needs and disabilities.	✓	
Experience of working within a primary school setting.	✓	
Experience of co-ordinating or supporting SEND provision.	✓	
Experience of working with parents and carers to support children with additional needs.	✓	
Experience of working with external professionals and agencies.	✓	
Experience of preparing for and contributing to EHCP annual reviews.	✓	
Previous experience in a designated SENCO role.		✓
Experience of preparing or contributing to EHCNA requests and EHCP applications.		✓
Experience of supporting, advising or training colleagues in SEND practice.		✓
Experience of monitoring and evaluating interventions and provision.		✓

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Experience of reporting to senior leaders or governors on SEND matters.		✓
Knowledge and understanding		
A thorough understanding of the SEND Code of Practice and relevant statutory requirements.	✓	
knowledge of Essex LA 'Ordinarily Available'		✓
Knowledge of the graduated approach: assess, plan, do, review.	✓	
Understanding of the EHCP process, annual reviews and Local Authority procedures.	✓	
Understanding of inclusive teaching strategies and approaches to supporting pupils with SEND.	✓	
Knowledge of different areas of SEND, including communication and interaction, cognition and learning, social, emotional and mental health, and sensory and physical needs.	✓	
Understanding of the importance of early identification and appropriate intervention.	✓	
Understanding of safeguarding responsibilities, particularly in relation to vulnerable pupils.	✓	
Knowledge of current developments, guidance and good practice in SEND.	✓	
Knowledge of SEND funding arrangements and the use of resources to support individual needs.		✓
Skills and abilities		
Excellent organisational skills and the ability to manage competing priorities.	✓	
Strong written and verbal communication skills.	✓	
Ability to analyse information, monitor pupil progress and evaluate the effectiveness of provision.	✓	
Ability to advise, guide and support colleagues in meeting pupils' needs.	✓	
Ability to build positive and effective relationships with pupils, parents, staff and external professionals.	✓	
Ability to manage sensitive and confidential information appropriately.	✓	
Ability to work independently and use initiative while contributing effectively to a team.	✓	
Ability to lead and influence inclusive practice across the school.	✓	
Ability to manage difficult conversations with sensitivity and professionalism.	✓	
Personal qualities		

A genuine commitment to inclusion and improving outcomes for pupils with SEND.	✓	
Patient, approachable, empathetic and understanding.	✓	
Flexible, proactive and solution-focused.	✓	
Committed to high expectations for all pupils.	✓	
Supportive and collaborative approach to working with colleagues and families.	✓	
Commitment to the Catholic ethos and values of St Francis Catholic Primary School.	✓	

Additional requirements

The successful candidate will be required to:

- Meet the statutory eligibility requirements for appointment as SENCO in a maintained school.
- Demonstrate a commitment to safeguarding and promoting the welfare of children.
- Undertake an enhanced Disclosure and Barring Service (DBS) check and other required pre-employment checks.
- Provide evidence of qualifications and relevant professional experience.