

Person Specification

Special Educational Needs and Disabilities Co-ordinator (SENDCO)

Criteria	Essential	Desirable
Skills and Qualifications	<p>Qualified teacher status</p> <p>National SENDCO qualification</p> <p>Degree</p> <p>Excellent IT skills (full range of Microsoft Suite)</p> <p>To undertake to be trained in and to keep abreast of, all developments and skills necessary to execute all the above duties and responsibilities</p> <p>To exhibit strong diplomatic skills at all levels</p>	<p>Experience of working in an SEN/SENDCO role</p>
Knowledge and Experience	<p>Teaching experience</p> <p>Experience of working at a whole-school level</p> <p>Involvement in self-evaluation and development planning</p> <p>Experience of conducting training/leading INSET</p> <p>Sound knowledge of the SEND Code of Practice</p> <p>Understanding of what makes 'quality first' teaching, and of effective intervention strategies</p>	<p>Experience in line-management responsibilities</p>

	<p>Ability to plan and evaluate interventions</p> <p>Data analysis skills and the ability to use data to inform provision planning</p> <p>Effective communication and interpersonal skills</p> <p>Ability to build effective working relationships</p> <p>Ability to influence and negotiate</p> <p>Good record-keeping skills</p>	
<p>Personal and Professional Skills and Aptitudes</p>	<p>Strong organisational and communication skills</p> <p>Ability to work collaboratively and effectively within a team environment</p> <p>Ability to build and maintain successful and supportive relationships with all stakeholders</p> <p>Able to work under pressure and use initiative</p> <p>Self-motivating with the ability to multi-task</p> <p>Good interpersonal skills, and the ability to enthuse and motivate others</p> <p>Flexible and adaptable</p> <p>Discretion and high sensitivity to protocols around confidentiality</p> <p>Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school</p> <p>Commitment to equal opportunities and securing good outcomes for children with SEN or a disability</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p>	