

PERSON SPECIFICATION: SENDCo

Reviewed and updated: Feb 2021

Qualifications	Essential	Desirable
5 GCSEs including English and Maths	√	
Degree	√	
QTS	√	
Evidence of involvement in continuing professional development activities	√	
National SENDCo Qualification (or working towards)	√	
Experience		
Successful experience of working with a wide range of SEND within the secondary age range	√	
Successful leadership experience within a SEND team within the secondary age range		√
Of contributing to a clear vision for future needs and development		√
Of contributing to whole-school development planning and evaluation		√
Of successfully completing EHCP applications		√
Of child-safeguarding issues and successful use of measures that promote and ensure the safe-guarding of students.	√	
Of working collaboratively with parents	√	
Of co-operating with external agencies	√	
Of contributing to successful improvement strategies	√	
Of leading successful improvement strategies		√
Of monitoring, tracking and evaluating student progress	√	
Of using performance management processes successfully to contribute to improvement	√	
Of developing relevant strategies for performance improvement		√
Of successfully managing a budget		√
Of delivering choice and flexibility in learning, through curriculum design and timetabling, to meet the personalised learning needs of every student.		√
Of supporting student transition	√	

Of working with students in a 6 th Form setting		√
Of meeting the needs of students with EAL	√	
Of collaborating and networking with other schools to improve outcomes		√
Knowledge and Skills:		
Detailed knowledge of SEND Code of Practice and DDA	√	
Knowledge of current thinking on addressing the needs of students with SEND	√	
Excellent organisational skills	√	
Excellent communication skills	√	
Ability to form effective working relationships	√	
Ability to share leadership and work collaboratively and effectively in a team	√	
Ability to use data effectively to analyse progress	√	
Strong working knowledge of Microsoft packages: Word; PowerPoint; Outlook; Teams	√	
Strong working knowledge of Microsoft Excel to compile reports and track progress		√
Strong working knowledge of wide range of new technologies and software to enhance pupil progress	√	
Personal Attributes		
Belief in inclusion and the right of all to be the best they can be	√	
High personal motivation	√	
Ability to inspire and lead	√	
Desire to be innovative	√	
Creative approach to problem solving	√	
Optimism	√	
Resilience	√	
Sense of humour	√	
Empathy	√	
Honesty and Integrity	√	
Strong team player	√	

*The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
An Enhanced CRB check will be carried out for the successful candidate.*