

**Arden Multi Academy Trust**  
**SENDCO (Coppice Academy)**  
**Person Specification**



Criteria	Essential	Desirable	Measured By
<b>EDUCATION AND QUALIFICATIONS</b>	<p>Qualified teacher status</p> <p>National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment</p> <p>Evidence of recent professional development in the area of Special Educational Needs</p>	<p>Additional qualification/s in an appropriate area of Special Educational Needs</p>	<p>Application Form</p> <p>Certificates</p>
<b>SKILLS AND ABILITIES</b>	<p>Ability to communicate complex and sensitive information effectively in writing and orally</p> <p>Ability to make sound judgements and decisions</p> <p>Effective time management and organisational skills including the ability to manage a caseload</p> <p>Ability to appropriately support and challenge school leaders and professionals in education and other organisations</p> <p>Self-motivated with the ability to work both as a team member and alone</p> <p>Ability to understand, interpret and use data to inform planning and action</p>		<p>Application Form</p> <p>Interview</p>
<b>EXPERIENCE &amp; KNOWLEDGE</b>	<p>Teaching experience (min 5 years)</p> <p>Substantial and successful experience of working with children with special educational needs at Primary</p>	<p>Experience and confidence in planning and delivering training</p>	<p>Application Form</p> <p>Interview</p>

	<p>age</p> <p>A thorough knowledge of the barriers to learning that pupils with special educational needs may experience and an understanding of effective teaching and learning strategies</p> <p>Experience and confidence in assessing and teaching children and young people with difficulties in the areas of communication and learning difficulties</p> <p>Experience of multi-agency working</p> <p>Experience and confidence in advising others on strategies to meet the needs of children with a range of SEND.</p> <p>Ability to plan and deliver training</p> <p>Knowledge of schools' responsibilities in relation to pupils with SEND</p> <p>Knowledge of current legislation and guidance, national and local, in the field of SEND</p> <p>Understanding of what makes 'quality first' teaching, and of effective intervention strategies</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>		
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	<p>Ability to influence and negotiate</p> <p>Good record-keeping skills</p>		
<p><b>OTHER REQUIREMENTS</b></p>	<p>Commitment and passion to achieve 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 pupils with SEN or a disability</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p>		<p>Interview</p>
<p>COMPILED BY: M Green/M Bull</p>		<p>Date: 17<sup>th</sup> April 2024</p>	