



Job Specification: Special Educational Needs Co-ordinator (SENCO)

Person specification

CRITERIA	QUALITIES ESSENTIAL	QUALITIES DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment • Degree 	<ul style="list-style-type: none"> • Evidence of proactive CPD and awareness of current priorities. E.g. NPQ for SENCOs
Experience	<ul style="list-style-type: none"> • Evidence of excellent teaching practice • Involvement in self-evaluation and development planning • Experience of conducting training/leading INSET • Proven track-record of leading school improvement for SEND pupils • Evidence of impact across a whole school • Manage the co-ordination of support staff across the Academy to work in partnership with the teachers. 	<ul style="list-style-type: none"> • Teaching experience across key stages • Evidence of working with colleagues in different agencies

Skills and knowledge	<ul style="list-style-type: none">• Sound knowledge of the SEND Code of Practice• The EHCP process and the evidence needed• Behaviour management techniques for groups and individuals• Good understanding of curriculum and pedagogical issues related to extending pupil performance and the development of thinking skills• Understanding of what makes 'quality first' teaching, and of effective intervention strategies• Ability to plan and evaluate interventions• Data analysis skills and the ability to use data to inform provision planning• Effective communication and interpersonal skills• Ability to build effective working relationships• Ability to influence and negotiate• Good record-keeping skills• A clear knowledge of the funding mechanism for SEN• Good communication skills, both written and oral• Excellent organisation skills• Ability to negotiate, motivate and influence others.• Champion the inclusion of pupils with SEND within the curriculum at Gateway Academy.	<ul style="list-style-type: none">• Use data effectively to analyse pupil attainment• A clear understanding of the roles and responsibilities of external agencies and how they can best support the children at the Academy• Supporting teachers with the completion of pastoral support plans• Confident in physical restraint procedures.• Good presentation skills with the ability to enthuse and motivate others
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Personal qualities	<ul style="list-style-type: none"> • Commitment to getting the best outcomes for pupils and promoting the ethos and values of the Academy. • Commitment to equal opportunities and securing good outcomes for pupils with SEND • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Willingness to share expertise, skills and knowledge • Willingness to address challenging issues with clarity of purpose and diplomacy • Resilience • Calm under pressure • Flexible and willing to listen and react to others for the best outcome for the pupils. • Effectively develop relationships with parents and handle difficult situations sensitively and consistently. 	<ul style="list-style-type: none"> • Acting as an outstanding role model and leading by example.
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If you are interested in applying, contact the school office on office@gateway-academy.co.uk

Visits are warmly welcomed.