



**St. John's C. E. Primary School
Friern Barnet**

Person Specification: SENDCo (Inclusion manager) Lead & KS1 Lead

Education and Qualifications	Essential	Desirable	Assessed by
Qualified Teacher status	✓		Evidence of qualifications
Evidence of continuing professional development with particular reference to Special Educational Needs (SEN)		✓	Application form
Hold the National Award for SEND Coordination		✓	Evidence of qualifications
Experience			
At least 5 years' successful teaching experience, in a primary setting	✓		Application form
Teaching at KS1	✓		Application form & interview
Experience of teaching the whole primary age range dealing with a range of SEN		✓	Application form & interview
Successful proven experience of leadership within the school context, as a subject leader or phase leader	✓		Application form & interview
Experience of leading a team of teachers on curriculum initiatives	✓		Application form & interview
Experience of budget management		✓	Application form & interview
Experience of training other teachers	✓		Application form & interview
Experience of working in a faith school		✓	Application form
Experience of setting targets and monitoring, evaluating and recording progress	✓		Application form & interview
Professional Knowledge and Understanding			
Strategies for meeting SEN in a mixed ability class situation	✓		Application form & interview
The SEN Code of Conduct and its practical application	✓		Interview
The process for applying for Education Health Care Plans (EHCPs) and the evidence needed	✓		Interview
Behaviour management techniques for groups and individuals	✓		Application form & interview

Familiarity with the concepts of Gifted and Talented	✓		Application form & interview
Good understanding of curriculum and pedagogical issues related to extending pupil performance and the development of thinking skills	✓		Interview
Good understanding of factors promoting effective transfer of learners from one phase of education to the next	✓		Application form & interview
Good understanding of the principles behind school improvement including school improvement planning, monitoring, review and evaluation of progress	✓		Application form & interview
Using comparative information about attainment		✓	Application form & interview
The funding support mechanism for SEN		✓	Application form & interview
The roles and responsibilities of educational psychologists and of learning and behaviour support services		✓	Application form & interview
Pastoral support plans		✓	Application form & interview
Good understanding of the principles behind project management including planning, monitoring, review and evaluation progress		✓	Application form & interview
Knowledge and understanding to support EAL children		✓	Application form & interview
Knowledge and understanding to support disadvantaged pupils		✓	Application form & interview
Skills			
Empathy with the difficulties of SEND pupils in accessing the curriculum	✓		Interview
Managing the co-ordination of teaching assistants in support of SEND pupils		✓	Application form & interview
Organise and sustain systematic support from a variety of providers for a range of SEN		✓	Application form & interview
Advise and motivate teaching staff with SEN initiatives		✓	Application form & interview
Present clearly a wide range of specialised information to both educationalists and non-educationalists		✓	Application form & interview
Make consistent judgements based on careful analysis of available evidence	✓		Application form & interview
Excellent classroom practitioner	✓		Application form & interview
Good communication skills, both written and oral	✓		Application form & interview
Good presentation skills with the ability to enthuse and motivate others	✓		Application form & interview

Good organisation skills	✓		Application form & interview
Confident in the use of information and communication technology		✓	Application form & interview
Good influencing and negotiation skills		✓	Application form & interview
Has an awareness of health and safety practice and how to promote and safeguard pupil welfare	✓		Application form & interview
Has an awareness of equalities and inclusion legislation and best practice and how to implement these in schools	✓		Application form & interview
Has the ability to lead, model and manage positive behaviour, good order and assertive discipline	✓		Application form & interview
Leadership and Management			
Ability to lead, motivate and manage a team of staff	✓		Interview
Willingness to share expertise, skills and knowledge and to inspire and challenge others	✓		Interview
Ability to form good relationships and work collaboratively with colleagues	✓		Interview
Experience of managing staff performance and supporting professional development		✓	Interview
Ability to lead curriculum development and innovation	✓		Application form & interview
Ability to manage time and personal workload effectively and to prioritise tasks	✓		Interview
Personal Qualities			
Demonstrates a commitment to taking an active part in supporting and maintaining the school's Christian ethos and character	✓		Application form & interview
Sensitivity to the aspirations, needs and self esteem of others	✓		Interview
Commitment to team working	✓		Application form & interview
Willingness to address challenging issues with clarity of purpose and diplomacy	✓		Interview
Has the ability to listen to and respond to others	✓		Interview
Has the ability to manage stressful situations sensitively	✓		Interview
Ability to develop and maintain effective relationships with pupils, parents, colleagues and governors	✓		Application form & interview

Has a track record of developing relationships with parents so that they are partners in their child's learning	✓		Application form & interview
Is dynamic, energetic, enthusiastic and ambitious, both for themselves and for the school and every pupil	✓		Interview
Is passionate about education and has a personal commitment to their own continuing professional development	✓		Application form & interview
Preparedness to attend national and regional venues for meetings and training sessions, which may involve overnight stays and occasional work in the evenings, at weekends or in school holidays	✓		Interview