#  Person Specification: SENCO

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The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the following criteria.

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|  | Essential | Desirable |
| Qualifications | The SENCO must:* have Qualified Teacher status
* have evidence of continuous participation in in-service development and a commitment to further professional development
* either already have or be willing to undertake the accredited SENCO qualification
 | The SENCO might also have:* a qualification for the assessing and teaching of pupils with specific learning difficulties
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| Experience | The SENCO must:* be a qualified teacher with at least three years experience
* have experience of teaching in a Primary School
* have experience of working successfully and co-operating as a member of a team
* have experience of leading training of other teachers
* have experience of setting targets and monitoring, evaluating and recording progress
 | In addition, the SENCO mighthave experience of:* working within a Senior Management Team
* experience of FS, KS1 and/or KS2 Assessment and administering KS1 and/or KS2 SATs
* dealing successfully with challenging and sensitive situations in a Primary School setting
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| Knowledge and understanding | The SENCO will have knowledge andunderstanding of:* the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and SEN
* the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies)
* the SEN Code of Conduct and its practical application strategies for meeting the SEN of pupils in a mixed ability classroom
* behaviour management techniques for groups and individuals
* planning and implementing an effective teaching programme and Individual Education Plans, including the monitoring, assessment, recording and reporting of pupils’ progress
* the positive links necessary within school, a child’s home and external agencies
* effective teaching and learning styles
* how to establish an effective rapport with children which is based on high expectations and establish a purposeful learning environment where all pupils feel secure and confident
* how to use ICT effectively as an integral part of teaching and learning
 | In addition, the SENCO might alsohave knowledge andunderstanding of:* using comparative information about attainment
* the EHCP process and the evidence needed
* the role of external services that support the provision for SEN pupils within schools
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| Professional values | The SENCO will have the ability :* to establish and maintain excellent professional relationships with pupils, parents and colleagues
* to set high expectations of all pupils and be committed to raising educational achievement
* to adopt a flexible approach to working , especially when working across two schools
* to maintain confidentiality
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| Skills | The SENCO will be able to:* promote both the school’s aims positively, and use effective strategies to enhance motivation and morale
* establish and develop a sound professional relationship with a class and groups of pupils
* demonstrate excellent teaching and learning skills and be able to create a positive, challenging and effective learning environment
* organise and sustain systematic support from a variety of providers for a range of SEN
* manage the coordination of teaching assistants in support of SEN pupils
* advise and motivate teaching staff with SEN initiatives
* present clearly a wide range of specialised information to both educationalists and non-educationalists
* make consistent judgements based on careful analysis of available evidence
* develop excellent professional relationships within a team
* establish and develop appropriate relationships with parents, governors and the community
* present and communicate effectively to a variety of audiences
* develop policy documentation and implementation
 | In addition, the SENCO might also be:* confident in the use of information technology
* good at influencing and negotiating with others
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| Personal characteristics | The SENCO should possess:* the ability to address challenging issues with clarity of purpose and diplomacy
* Excellent inter-personal skills

They should also be:* knowledgeable and highly competent
* approachable and empathetic
* creative and enthusiastic
* organised and resourceful
* intelligent and reflective
* committed
 | The SENCO might also:* attend national and regional venues for training and development
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