# 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 |
| 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 might  have 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 |
| Knowledge and understanding | The SENCO will have knowledge and  understanding 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 also  have knowledge and  understanding 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 |
| 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 |  |
| 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 |
| 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 |