



Priory School (Foundation)

## Special Educational Needs Coordinator (SENCO) Person Specification

This person specification defines the type of person required, and describes the essential and desirable skills, knowledge, qualifications, specific conditions and competencies required to undertake the duties of the job description.

Items marked as 'E' (Essential) must be demonstrated on the application form and/or at interview, as indicated below. Failure to do so is likely to result in the application in question being omitted from a short list for interview.

Items marked as 'D' (Desirable) may form the basis for selection and should be demonstrated if possible in the application form ('A') and / or at interview ('I') as indicated below.

Qualifications	E	D	A	I
Have a degree in a relevant subject	✓		✓	
Have Qualified Teacher Status	✓		✓	
SENCo Accreditation	✓		✓	
Be a trained first aider		✓	✓	

Experience	E	D	A	I
Successful experience of working with and caring for children with SEND specifically within a SEN Unit/Resource Base	✓		✓	
Successful experience of working in line with expectations in the Ofsted framework regarding effective teaching and learning		✓		✓
Successful experience of teaching in more than one school and have taught at KS1 and KS2 for at least two years	✓		✓	

Knowledge and Skills	E	D	A	I
To be able to demonstrate an ability to work with pupils and their families in a sensitive and positive way	✓		✓	✓
To be able to demonstrate a sound knowledge of the SEND Code of Practice and its application	✓		✓	✓
To evidence experience of behaviour management techniques for groups and individuals with SEND	✓		✓	✓
To demonstrate a good understanding of the principles behind school improvement, including school improvement planning, monitoring and reviewing progress.	✓		✓	✓
The ability to make consistent judgements based on careful analysis of SEND data	✓		✓	✓
To be able to communicate in both written and verbal mediums effectively	✓		✓	✓

Present clearly a wide range of specialised information to both educationalists and non-educationalists	✓		✓	✓
To demonstrate a proven ability to work sensitively and effectively with colleagues to help them to improve their everyday classroom practice	✓		✓	✓
To be able demonstrate a greater understanding of how pupils with SEND develop	✓		✓	✓
To be able to demonstrate a sound understanding of SEND funding on offer		✓	✓	✓
Support EAL pupils		✓	✓	✓
Improve current skills and demonstrate a willingness to develop further	✓		✓	✓

<b>Personal attributes: The successful candidate will demonstrate:</b>	<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>
A calm and caring nature	✓		✓	✓
A positive attitude	✓		✓	✓
Excellent time management and organisation skills	✓		✓	✓
A flexible approach towards working practices	✓		✓	✓
High expectations of self and professional standards	✓		✓	✓
The ability to work as both part of a team and independently	✓		✓	✓
The ability to maintain successful working relationships with other colleagues	✓		✓	✓
High levels of drive, energy and integrity	✓		✓	✓
A commitment to equal opportunities and empowering others	✓		✓	✓
A commitment to promoting high quality care of children	✓		✓	✓
Be capable of handling a demanding workload and successfully prioritising work.	✓		✓	✓
Ability to process personal and sensitive data in line with the General Data Protection regulations (GDPR) 2018.	✓		✓	✓
Suitable to work with children and able to always maintain appropriate professional boundaries between oneself, children and other work colleagues	✓		✓	✓
Maintain confidentiality and discretion	✓		✓	✓
Commitment to safeguarding and promoting the welfare of children and successfully DBS cleared	✓		✓	✓