

Rutlish School

SENDCO Person Specification



The areas below are in addition to the teacher standards.

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Qualified Teacher Status with a valid 11-18 qualification. • Continuing good record of professional development. • Be a qualified SENDCO with National SENDCO Award or NPQ SENCO, or working towards an award or willingness to achieve the qualification within 3 years. 	<ul style="list-style-type: none"> • Evidence of Post-Graduate study and award • Qualifications such as NPQSL, NPQML • EAA assessor
Experience	<ul style="list-style-type: none"> • Experience of teaching in a secondary school. • Experience of working with SEND students in a secondary setting. • An understanding of and commitment to equal opportunities. • Experience of writing reports and referrals for SEND students. • Experience of identification, curricular planning and monitoring the progress of SEND students. • Consistently good or better classroom practitioner supported by good student outcomes. 	<ul style="list-style-type: none"> • Experience of leadership initiatives • Experience in policy formation • Experience in deployment of resources • Experience of effective working with external agencies • Experience of using Edukey • Experience of the process for access arrangements • Experience of working in or leading an Additional Resource Provision
Knowledge	<ul style="list-style-type: none"> • Thorough understanding of effective inclusive practice, quality first teaching and graduated approaches • Knowledge of various learning needs. • Thorough knowledge of the statutory assessment process, relevant legislation and guidance in relation to working with and protecting young people. • Understanding of what makes a good or better lesson and the ability to put this consistently into action. 	<ul style="list-style-type: none"> • Analysing and using data to enable all students to make progress • Knowledge of Exam Access Arrangements procedures and JCQ guidelines • Knowledge of Speech and Language teaching and assessment • Knowledge of SEN research
Skills	<ul style="list-style-type: none"> • Ability to identify students' needs and act upon them in order to raise standards. • Ability to effectively manage student's behaviour in a positive manner with consistent clear boundaries – following the school behaviour policy. • Ability to take a whole school perspective on raising standards of achievement. • Ability to use a range of sources of evidence to make judgements and identify next steps for action. • IT literate and confident in use of new technologies. • Effective verbal and written communication. • Effective team leader and manager. 	
Personal Qualities & Attributes	<ul style="list-style-type: none"> • Passionate and committed to the principle of meeting students' needs within a mainstream school. • Ability to work under pressure and meet deadlines. • Strong communication skills. • Ability to develop good professional relationships. • Clear understanding of safeguarding. • Show a personal commitment to safeguarding and promoting the welfare of children and young people. 	

Deadline: 9am on Tuesday, 19th May 2026