



SCHOOL SENDCO PERSON SPECIFICATION

Personal Qualities, Qualifications and Experience	Essential	Desirable
Qualifications and Training		
Qualified Teacher Status.	😊	
Good overall standard of education.	😊	
Evidence of continuing professional development.	😊	
Evidence of additional, relevant qualifications or accreditation, especially related to SEND.		😊
Evidence of training for Early Support.		😊
National Award for SEND Co-ordination, or a willingness to complete it within three years.	😊	
Professional Experience		
A good knowledge of the SEND legislation and a sound understanding of effective practice with regard to inclusion and pastoral care.	😊	
Successful experience of planning, teaching and assessment for SEND and inclusion.	😊	
Recent experience of provision and/or management of SEND and inclusion.		😊
Have a clear knowledge of the plan/do/review cycle. Lead on annual reviews and EHCP applications.		😊
Experience of leading a whole-school priority or subject area.	😊	
Experience of working with parents and external agencies.		😊
Teaching and Learning		
Thorough knowledge of effective strategies and resources for teaching, learning and assessment in relation to SEND.	😊	
Ability to plan and evaluate interventions.	😊	
Effective behaviour management skills.	😊	
Leadership and Management		
Ability to set clear expectations and hold others to account.	😊	
Good record=keeping skills.	😊	
Ability to influence and negotiate.	😊	

Personal Qualities, Qualifications and Experience	Essential	Desirable
Responsibility for leading and managing other staff including coaching, mentoring and appraisal.	😊	
Experience of planning and delivering a programme for professional development.		😊
Professional and Personal		
Clear commitment to equality and safeguarding of children.	😊	
Builds and maintains positive, professional relationships, including confidentiality and professional boundaries.	😊	
Demonstrates high expectations for self and others.	😊	
Positive, pro-active and resilient outlook that inspires and motivates self and others.	😊	
Effective organisation and time management including planning, responding, delegating and prioritising.	😊	
Ability to produce presentations, reports and documents to a high standard.	😊	
Good communication skills, both oral and written, with a confident approach to IT.	😊	