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| SEND CO-ORDINATOR PERSON SPECIFICATION SALARY: L7 – L9 |
| CATEGORY | ESSENTIAL | DESIRABLE | WHERE IDENTIFIED |
| QUALIFICATIONS | Qualified Teacher Status Graduate in specialist subjectNPQSEND or NASENCo qualification | Relevant qualifications related to SEND or leadership in Education. | Application Form |
| EXPERIENCE | Proven track record as an outstanding classroom practitioner with demonstrable impact on student outcomes across Key Stages 3 and 4.Extensive experience working with students across a broad range of educational needs, with a proven track record of delivering measurable impact on progress, inclusion, and overall outcomes.Proven experience and ability to strategically lead inclusive SEND provision, fostering a culture of high expectations and achievement for all.Ability to lead and deliver impactful whole school professional development focused on SEND and inclusive practice.Contributed as part of a team to embedding a whole-school culture of equity, high expectations, and confidence in meeting diverse learner needs. | Any further experience working with young people in and out of school (e.g. youth work, summer schools, overseas work).Experience of working collaboratively with partner schools, external agencies, and professional networks.Experience as part of a Senior Leadership Team. | Application Form/References/ Interview |
| PROFESSIONAL DEVELOPMENT | Demonstrates a proactive commitment to national and local developments in SEND policy, provision, and emerging trends, ensuring practice remains current, compliant, and responsive to evolving priorities and context. | Commitment to ongoing professional development across inclusive education, including the use of assistive technology. | Application Form/Interview |
| SKILLS | Committed to fostering aspirational, inclusive, high quality learning environments.Reflective, evidence-informed practitioner with the capacity to drive ongoing improvement.Committed to safeguarding and promoting the welfare of all students.Strong competency in data analysis to drive evidence-based decision-making and improve outcomes.Ability to coordinate, monitor, and evaluate the delivery of targeted SEND interventions, ensuring measurable impact on pupil progress, inclusion, and overall outcomes.Highly effective communicator, able to engage confidently and positively with pupils, colleagues, families, and external agencies.Highly proficient in managing referrals and statutory documentation, liaising with multi-agency teams to ensure coordinated and compliant SEND support.Confident in leading and supporting staff to embed inclusive practice, while providing appropriate challenge and ensuring robust quality assurance across provision.Highly organised and meticulous in maintaining accurate records and monitoring systems to support effective SEND provision and ensure accountability. | Demonstrates strong knowledge of innovative strategies to enhance learning, including the effective use of ICT and assistive technology. | References/Interview |
| SPECIAL KNOWLEDGE | Excellent knowledge and understanding of the Code of Practice and current legislation.Demonstrates a strong working knowledge of the Equality Act 2010, underpinned by a deep understanding and consistent application of inclusive principles.Committed to maintaining up-to-date knowledge of best practice in SEND. | Ongoing engagement with emerging research and developments. | Interview |
| PERSONAL ATTRIBUTES | Demonstrates excellent time management and interpersonal skills, alongside high levels of initiative and resilience within a fast-paced school environment.Inspirational leadership style with the ability to motivate others, delegate effectively, and build capacity across teams.Strategic and forward-thinking professional, committed to driving continuous school improvement through evidence-informed decision-making and collaborative leadership.Approaches challenges with empathy, patience, and a solution-focused mindset to support positive outcomes.Strong organisational skills and attention to detail.Embraces the school mission statement and principles of Catholic Education.  | Willingness to support extra-curricular activities.A good sense of humour. | References/Interview |