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|  | **Milton Hall Primary School and Nursery****Job Description** |  |
| **Post:** **Grade:** | **Lead Special Educational Needs Coordinator** **Leadership Scale L1 to L5** |
| **Responsible to:** | **Headteacher** |  |

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| **Qualifications and training** | * Qualified teacher
* National Award for SEN Co-ordination
* Degree
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| **Experience** | * A successful primary practitioner, with experience of working within at least one school.
* Have experience of being an effective SENCo or Inclusion Manager
* Have experience of line managing others
* Have experience of using assessment for learning as a basis for effective teaching and for tracking the progress of children.
* Have experience of working with LAC.
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| **Knowledge, Skills and Understanding** | * Has a good knowledge and understanding of the factors that lead to improvement in achievement levels for individuals with SEND and of best practice in special educational needs teaching
* Has a good knowledge and understanding of the factors that led to improvement in achievement levels of named groups of children, including children supported by the Pupil Premium Grant.
* Has a good understanding of the Special Educational Needs Code of Practice
* Engages in continuous development activities, thus responding to constant changes and developments in special educational needs teaching.
* The ability to effectively plan, prepare and assess in all areas of the curriculum and for all children.
* Have the skills, knowledge, and desire to use IT in planning and across the curriculum.
* A secure, working knowledge, of The National Curriculum, EYFS and locally agreed RE syllabus.
* Have effective classroom management.
* Be able to implement our whole school approach to learning and teaching.
* Able to involve parents in the education of their children and in the life of the school generally.
* An understanding of equal opportunity issues and how they affect all aspects of school life
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| **Communication Skills** | * Ability to communicate clearly orally and in writing with children, parents, colleagues, governors and other agencies as necessary.
* Shows consideration, concern and respect for other people’s feelings and opinion, is a good listener and displays ‘empathy’ Co-operates and works well with others in the pursuit of team goals, sharing information and supporting others
* Effective line-management
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| **Self-Management** | * Be able to meet deadlines
* Be able to work to challenging professional goals
* Take responsibility for one’s own professional development Have high levels of resilience
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| **Leadership** | * An understanding of how to raise standards of teaching and learning across whole school in relation to children with SEND.
* Ability to analyse, interpret and understand relevant information Be able to demonstrate good judgement
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| **Attributes** | * Displays a high level of personal drive and energy, and shares a capacity for sustained effort and improvement
* Works creatively, coming up with new ideas and collaborating with others to identify fresh approaches
* Is adaptable and receptive to new ideas
* Influences the attitudes and opinions of others gaining their agreement through persuasion to idea, proposals and course of action
* Takes responsibility for own development
* A commitment to an inclusive classroom
* A commitment and ability to reflect on current practice, your own and the schools, and develop it in order to raise standards
* Willingness to extend children’s learning through extra-curricular activities and other learning outside of the classroom.
* Be open-minded, adaptable and flexible
* Have energy, vigour, perseverance and a sense of humour
* Have a high level of commitment to the school and its continuing development
* Be reliable, trustworthy and have integrity
* Have a satisfactory health record
* Be a team player
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