

Person Specification: Special Educational Needs and/or Disabilities Coordinator (SENDCo)

Summary of the Post: To be responsible for the SEND provision in the school.

Qualifications	
Essential <ul style="list-style-type: none"> • Qualified Teacher Status • Good honours degree or equivalent • National SENDCo Award Qualification • Evidence of recent leadership training 	Desirable <ul style="list-style-type: none"> • Additional leadership qualifications EG NPQSL • Special Exam Concessions assessor qualification
Experience	
Essential <ul style="list-style-type: none"> • Previous successful experience of working with students with SEND • Leadership of a whole school initiative with demonstrable impact • Successful leadership of teams • Experience of working in schools containing both Key Stage 3 and Key Stage 4 students • Effective partnership work with parents and external agencies 	Desirable <ul style="list-style-type: none"> • Experience of working in a range of educational settings • Experience of working in at least two schools • Experience of working in an 11-18 school
Professional Knowledge and Understanding	
Essential <ul style="list-style-type: none"> • Comprehensive understanding of the code of practice, EHCP process and wider SEND issues • Good understanding of achievement data and progress tracking • Successful record of working with different groups of students and outside agencies • Up-to-date knowledge of current educational developments, 	Desirable <ul style="list-style-type: none"> • Ability to show high levels of emotional intelligence • Ability to actively listen to others and to form mutually respectful relationships • Understanding of the importance of consultation and the value of sharing good practice • Understanding of 'change management' strategies • Detailed and current knowledge of the Ofsted inspection framework • Understanding of governance
Skills and Attributes	
Essential <ul style="list-style-type: none"> • Effective leader with a track record of 'making things happen' • Proven leadership skills including an ability to inspire others and a record of building successful teams • Commitment to professional development • Strong team player who recognises the concept of corporate responsibility 	Desirable <ul style="list-style-type: none"> • Ability to implement and monitor school improvement priorities • Capacity to adhere to deadlines and remain calm under pressure • Ability to prioritise tasks effectively • Ability to apply technology effectively to facilitate efficient SEND record keeping, evidence gathering and report writing.
Personal Qualities	
Essential <ul style="list-style-type: none"> • Enthusiasm and unconditional positive regard for all students • Drive, resilience, innovation and creativity • Commitment to inclusion, diversity and equality • Excellent communicator with strong written, oral and interpersonal skills 	Desirable <ul style="list-style-type: none"> • Ability to be reflective and adaptable • Ability to empathise • Proportionate and calm approach to all issues, including conflict resolution • Ability to maintain a sense of perspective • Having 'personal presence'
General	
Essential <ul style="list-style-type: none"> • Record of good attendance 	Desirable