

**Special Educational Needs Co-ordinator (SENCO)**

| **Qualities and Attributes** | **Essential** | **Desirable** | **Evidenced By** |
| --- | --- | --- | --- |
| **Teaching** | | | |
| Qualified Teacher Status | ✓ |  | Application |
| Honours Degree or equivalent | ✓ |  | Application |
| National SENCO qualification |  | ✓ | Application |
| Post-Graduate qualification in Proficiency in Assessment of Exam Access Arrangements |  | ✓ | Application |
| **Knowledge/Understanding** | | | |
| Has an up-to-date knowledge of SEND practice, including national and local initiatives, which will impact the school’s practice. | ✓ |  | Application/Interview |
| Has an up-to-date knowledge of the Code of Practice for Special Educational Needs. | ✓ |  | Application/Interview |
| An ability to lead and advise upon the effective implementation of all statutory regulations regarding special educational needs and equality of opportunity for students. | ✓ |  | Application/Interview |
| Ensure that all SEND students have access to an appropriate, comprehensive and high-quality curriculum, in line with all statutory requirements. | ✓ |  | Application/Interview |
| Implement strategies for raising the achievement of all SEND students, including differentiating the curriculum for individual students; subsequent effective data analysis to set targets for improvement. | ✓ |  | Application/Interview |
| Recognition of the need for partnerships and effective collaboration with other schools, agencies and organisations. | ✓ |  | Application/Interview |
| **Leadership/Management** | | | |
| Previous leadership experience with Line Management responsibility. | ✓ |  | Application/Interview/Reference |
| An innovative and collegiate leadership style with the ability to motivate staff towards that vision and to build on the existing high standards in the school. | ✓ |  | Application/Interview/Reference |
| A leader with proven ability to manage change and to establish and maintain good working relationships with staff, students and parents. | ✓ |  | Application/Interview/Reference |
| Track record of driving strategies to raise standards for teaching and learning. | ✓ |  | Application/Interview/Reference |
| Experience in leading and empowering staff effectively. | ✓ |  | Application/Interview/Reference |
| Excellent classroom management. | ✓ |  | Application/Interview/Reference |
| **General / Personal Qualities and Characteristics** | | | |
| An effective team player who has the ability and experience to think and work independently. | ✓ |  | Application/interview |
| An understanding of the importance of, and the desire to engage with, and inspire, all young people. | ✓ |  | Application/Interview |
| Strong written communication and presentation skills; high order administrative and management skills. | ✓ |  | Application/Interview |
| Excellent organisational skills, ability to effectively manage competing priorities and adhere to a range of tight deadlines. | ✓ |  | Interview |
| A person of judgement with a high degree of professionalism and integrity, who will uphold the values of the school and see students as the absolute priority. | ✓ |  | Application/Interview |
| Strong emotional intelligence that is attuned to supporting students, parents and staff. | ✓ |  | Application/Interview/Reference |
| A commitment to safeguarding and promoting the welfare of children and young people. | ✓ |  | Application/Interview |
| Willingness and commitment to support the Catholic Ethos of the school. | ✓ |  | Application/Interview |