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| **Person Specification****Castle Bromwich Junior School**  |
| This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment. |

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| **Post Title** | **Special Educational Needs Co-ordinator (SENCO) and Inclusion Manager** |
| **School**  | Castle Bromwich Junior School |
| **Salary Band/Range** | L1- L5 |
| **Responsible to:** | Headteacher  |

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|  | **Essential Criteria** | **Desirable Criteria** | **Measured By** |
| **Education & Qualifications** | · Qualified teacher status.· National Award for SEN Coordination/NPQ (or working towards it).· Evidence of professional development relevant to this role. |  | Application |
| **Skills & Abilities** | · Strong knowledge of legislation and guidance on SEN and disability.· Excellent communication and organisational skills.· Ability to build effective working relationships with pupils, staff, and parents.· Knowledge of effective teaching and learning strategies for SEN pupils - understanding of what makes ‘quality first’ teaching, and of effective intervention strategies· Ability to plan and evaluate interventions· Data analysis skills, and the ability to use data to inform provision planning· Good record-keeping skills |  | Application and Interview |
| **Experience &****Knowledge** | Successful experience in a similar role.· Experience of working with pupils with a range of special educational needs.· Experience of leading developments across a school· Involvement in self-evaluation and development planning· Experience of conducting training/leading INSET |  | Application and Interview |

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| **Other Requirements** | Commitment to promoting equality and diversity across the school and securing good outcomes for pupils with SEN or a disability |  | Application and interview |

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| **Core Qualities** | **Excellence -** With enthusiasm, you work to deliver a high quality service to meet customer, organisational and personal expectations. You adopt a ‘can do’ attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers. | Interview |
| **Simplicity -** You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all.  | Interview |
| **Trust and Respect -**You are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.  | Interview |
| **Working Together -** You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve. | Interview |
|  | **Responsibility -** You take ownership for your work and you use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for your actions and decisions. | Interview |
|  | **Leadership -** Your leadership is demonstrated by delivering outcomes and inspiring your team and individuals to improve and develop within an environment that enables individuals to achieve their potential. You demonstrate the ability to work under pressure and prioritise effectively | Interview |

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| **Compiled/Reviewed by** | Sarah Hobden and Tristi Timms |
| **Date** | June 2025 |