

Person Specification – Special Educational Needs Co-ordinator

Factors	Essential	Desirable	How Identified
Qualifications	Qualified Teacher Status National Award for SEND Co-ordination, or a willingness to complete it within 3 years of appointment Degree	Good Honours Degree (First or Second class)	Application Form.
Experience	Minimum of 4 years' teaching experience Experience of working at whole school level Involvement in self-evaluation and development planning Experience of conducting training/leading INSET	Variety of Primary/Secondary Phase experience in diverse cultural/social environment. Experience of co-ordinating a variety of groups/teams/projects.	Application Form; Selection procedure; References.
Knowledge and Skills	Sound knowledge of the SEND Code of Practice 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 Effective communication and interpersonal skills Ability to influence and negotiate Good record-keeping skills	Knowledge of OFSTED framework for Schools. Knowledge of attachment and trauma Knowledge of emotion coaching and/or a willingness to train and use the approach	Application Form; Selection procedure; References.
Personal Qualities	Commitment to getting the best outcomes for children and promoting the ethos and values of the school Commitment to equal opportunities and securing good outcomes for children with SEND Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality	- Interests other than in Education.	