



TRUST SENDCO PERSON SPECIFICATION

Personal Qualities, Qualifications and Experience	Essential	Desirable
Qualifications and Training		
Qualified Teacher Status.	😊	
Good overall standard of education.	😊	
Evidence of continuing professional development.	😊	
Evidence of additional, relevant qualifications or accreditation, especially related to SEND.	😊	
Evidence of training for children who are looked after and/or children with English as an additional language.	😊	
Evidence of training for Early Help.		😊
National Award for SEND Co-ordination, or a willingness to complete it within three years.		😊
Professional Experience		
A good knowledge of the SEND legislation and a sound understanding of effective practice with regard to inclusion and pastoral care.	😊	
Successful experience of planning, teaching and assessment for SEND and inclusion.	😊	
Recent experience of provision and/or management of SEND and inclusion.	😊	
Proven track record of successful teaching within the primary phase.	😊	
Knowledge of how to cater for a range of children's needs within a primary school including those with SEND and other groups e.g. EAL, CLA, Pupil Premium etc.	😊	
Have a clear knowledge of the plan/do/review cycle. Lead on annual reviews and EHCP applications.		😊
Experience of leading a whole-school priority or subject area.	😊	
Successful teaching in more than one year group.		😊
Experience of working with parents and external agencies.		😊
Teaching and Learning		
Knowledge of the potential barriers and difficulties facing pupils with SEND and strategies to overcome them.	😊	
Thorough knowledge of effective strategies and resources for teaching, learning and assessment in relation to SEND.	😊	

Personal Qualities, Qualifications and Experience	Essential	Desirable
Ability to meet the needs of all pupils with a range of needs through inclusive strategies.	😊	
Effective behaviour management skills.	😊	
Tracking and analysis of pupils' progress.	😊	
Experience of meeting the needs of pupils with a range of needs relating to SEND.	😊	
Leadership and Management		
Ability to set clear expectations and hold others to account.	😊	
Take personal responsibility and is accountable for outcomes.	😊	
Strong commitment to inclusion, equality and diversity.	😊	
Assessment and tracking of achievement for SEND or vulnerable groups.		😊
Responsibility for leading and managing other staff including coaching, mentoring and appraisal.	😊	
Experience of planning and delivering a programme for professional development.		😊
Professional and Personal		
Clear commitment to equality and safeguarding of children.	😊	
Maintains positive, professional relationships, including confidentiality and professional boundaries.	😊	
Demonstrates high expectations for self and others.	😊	
Excellent written and verbal communication.	😊	
Positive, pro-active and resilient outlook that inspires and motivates self and others.	😊	
Effective organisation and time management including planning, responding, delegating and prioritising.	😊	
Ability to produce presentations, reports and documents to a high standard.	😊	
Good communication skills, both oral and written, with a confident approach to IT.	😊	
Ability to find creative and innovative solutions for inclusion and provision.		😊