

Person Specification

Special Educational Needs Co-ordinator (SENCO)

A – Application

I – Interview

R - References

Criteria		Essential	Desirable	Assessed at
Qualifications & Training	Graduate (with a good honours degree)	✓		A
	QTS	✓		A
	National Award for SEN Coordination, or a willingness to complete it within 3 years of appointment.	✓		A
	Evidence of continuous INSET/CPDL with particular reference to Special Educational Needs (SEN) and disability		✓	A, I
Experience	Teaching experience of at least five years		✓	A
	Experience of working at middle leadership level		✓	A, I
	Involvement in self-evaluation and development planning	✓		A, I
	Experience of conducting training/leading INSET		✓	A, I, R
	Experience of working with agencies outside of the school		✓	A, I, R
	Experience of line management of other staff		✓	A, I, R
Professional knowledge, abilities and skills	Excellent classroom practitioner	✓		A, I, R
	Knowledge of regulatory and inspection frameworks		✓	I
	Sound knowledge of the SEND Code of Practice	✓		A, I, R
	Understanding of what makes 'quality first' teaching, and of effective intervention strategies	✓		I
	Understanding of key educational issues/changes and experience of managing their impact		✓	I
	Ability to plan and evaluate interventions	✓		I, R
	Data analysis skills, and the ability to use data to inform provision planning	✓		A, I, R
	Effective communication and interpersonal skills	✓		I, R
	Ability to build effective working relationships	✓		I, R
	Ability to influence and negotiate		✓	I, R
	Good record-keeping skills	✓		I, R
Personal Qualities	Commitment to our vision and values	✓		A, I
	Commitment to equal opportunities and securing good outcomes and attendance for students with SEN or disabilities	✓		A, I
	Ability to work under pressure and prioritise effectively	✓		A, I
	Commitment to Safeguarding and Equality	✓		A, I