 

**PERSON SPECIFICATION – SENDCO**

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|  | **CRITERIA** | Essential/Desirable | Where assessed |
|  | **Qualifications and Education** |  |  |
| 1 | Educated to degree level | E | A/C |
| 2 | Qualified Teacher Status (QTS) | E | A/C |
| 3 | National Award for Special Educational Needs Coordinator  | E | A/C |
|  | **Experience and Knowledge** |  |  |
| 4 | Knowledge and understanding of the SEND Code of Practice | E | A, I, R |
| 5 | Awareness of current best practice in SEND and the ability to demonstrate this to others | E | A, I, R |
| 6 | Experience of working as a SENDCO in an education environment | E | A, I, R |
| 7 | Experience of identifying, monitoring, evaluating and providing effective strategies for students with SEND | E | A, I, R |
| 8 | Evidence of excellent classroom practice | E | A, I, R |
| 9 | Experience of working in partnership with parents and other stakeholders | E | A, I, R |
| 10 | Ability to develop strategies for raising the achievement of students with SEND | E | A, I, R |
| 11 | Ability to analyse data to track and monitor student learning and achievement | E | A, I, R |
|  | **Skills** |  |  |
| 12 | Ability to motivate and engage students | E | A, I, R |
| 13 | Excellent communication skills and the ability to develop strong professional relationships | E | A, I, R |
| 14 | Ability to organise work, prioritise tasks, make decision and manage time effectively | E | A, I, R |
| 15 | Able to delegate effectively and manage the performance of others | E | A, I, R |
|  | **Personal Attributes**  |  |  |
| 16 | A commitment to safeguarding and promoting the welfare of children and young people | E | A, I, R |
| 17 | Flexible and able to use own initiative | E | A, I, R |
| 18 | Able to secure the trust and confidence of staff, Governors, and external organisations | E | A, I, R |
| 19 | Personal integrity and a commitment to fairness and equality | E | A, I, R |
| 20 | Demonstrable leadership qualities and the ability to gain confidence and professional respect from team members | E | A, I, R |

**Key: Where Assessed**

A – Application Form

C – Certificates

I – Interview

R - References

Please set out how you meet the essential and if appropriate desirable criteria in your application form. The person specification will be used to shortlist candidates for interview.