



Person Specification

SENDCO – Extended Leadership Team

	Essential	Desirable
Qualifications		
Qualified teacher status	Y	
Evidence of recent and relevant professional development or training appropriate to the SENDCO role	Y	
SpLD Assessment Practising Certificate, a post-graduate qualification in individual assessment at or equivalent to Level 7		Y
National Award for Special Educational Needs Co-ordination		Y
Experience		
A minimum of 5 years teaching experience	Y	
A successful track record as a SENDCO in a secondary setting	Y	
Proven experience of raising standards for pupils with SEND	Y	
Proven track record of increasing attendance through intervention	Y	
Proven track record of implementing effective behaviour management strategies	Y	
Experience of leading whole school developments		Y
Experience of working in partnership with key stakeholders including, staff, parents, and appropriate agencies	Y	
Professional Knowledge & Understanding		
A knowledge of current national developments in education for SEND students	Y	
Knowledge of comparative data for target setting and analysis of performance	Y	
Knowledge of current curriculum developments at both Key Stages 4 and 5	Y	
An awareness of evaluation processes and strategic planning	Y	
Skills in financial management and planning		Y
Good knowledge of child protection issues	Y	
Skills/Abilities		
Genuine interest in and ability to engage all students in education	Y	
Ability to facilitate training and provide CPD opportunities	Y	
Ability to drive vision through strategy	Y	
Excellent team player with the ability to lead, motivate & inspire others	Y	
Excellent verbal and written communication skills	Y	
Proactive approach to work. An ability to think creatively, solve problems and offer solutions	Y	
An ability to set, monitor and evaluate targets and action plans	Y	
An ability to meet deadlines, work under pressure and establish priorities	Y	
Interest/involvement in research and able to use ICT as a management and communication tool	Y	
Personal Qualities & Attributes		
Excellent attendance and punctuality record	Y	
Honest and professional with the respect and trust of staff	Y	

An ability to demonstrate enthusiasm and energy	Y	
A commitment to supporting the full life of the school	Y	
A professional appearance and manner that reflects well on the school	Y	
An ability to work well with colleagues and demonstrate effective teamwork	Y	
A person who is approachable, trustworthy and reliable	Y	
A person who is ambitious, hard-working and diligent	Y	
A person who is friendly, supportive, challenging and caring	Y	
An ability to demonstrate confidence, positivity and authenticity	Y	
An ability to be adaptable, flexible and responsive to change	Y	

May 2019