

SPECIAL EDUCATIONAL NEEDS DISABILITY CO-ORDINATOR (SENDCo) Person specification		
Qualifications	Essential	Desirable
Qualified Teacher Status.	✓	
Have or be working towards the SENDCo qualification.	✓	
Evidence of continued professional development.	✓	
Experience	Essential	Desirable
Substantial teaching experience and a proven track record of success for all SEN pupil groups.	✓	
Demonstrable experience of working co-operatively with parents, teachers and other professionals.	✓	
Experience of staff management and working as part of a team.	✓	
Experience of planning and delivering a programme for professional development.		✓
Experience of transition for students with special educational needs and empowering learning through supporting outside agencies, ensuring effective quality teaching and implementing intervention techniques.		✓
Skills and Knowledge	Essential	Desirable
A sound knowledge and understanding of the expectations of the National Curriculum.	✓	
A good knowledge of the SEND legislation and a sound understanding of best practice with regard to inclusion and pastoral care.	✓	
A good understanding of curriculum planning.	✓	
Ability to organise work effectively, prioritising and managing time, working under pressure to meet deadlines and setting of personal goals.	✓	
Ability to communicate effectively, taking into account the views of others, which includes effective oral and written communication and excellent presentation skills.	✓	
Good organisational and administrative skills, with a confident approach to IT and classroom based technologies.	✓	
Ability to work on own initiative but take direction when required.	✓	
Ability to ensure environments within the school are welcoming, inclusive and fully supportive of all children achieving their very best.	✓	
Management of EHCPs.	✓	
Support colleagues to bring out the best in them.	✓	
Build effective relationships with families.	✓	
Important attributes	Essential	Desirable
Commitment to effective and inclusive educational practice and a willingness to respond to the learning needs of all pupils.	✓	
Sensitivity to the needs of the parents, pupils and other professionals.	✓	
Willingness and enthusiasm to undertake further professional training in order to develop the role further.	✓	
Demonstrable commitment to equal opportunities, while maintaining reliability, professionalism and integrity.	✓	
Motivated, enthusiastic and flexible.	✓	
Commitment to the full life of the school.	✓	