

PERSONAL SPECIFICATION

SENDCO



CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	• Qualified teacher (degree or equivalent) • National Award for SEN Co-ordination	• CCRS (or similar Catholic certificate Qualification standard)
EXPERIENCE	• Experience of working at a whole-school level • Involvement in self-evaluation and development planning • Experience of conducting training/leading INSET • Experience of managing support staff in the classroom	• Experience working in an independent school setting
KNOWLEDGE and UNDERSTANDING	• Knowledge and understanding of safeguarding and child protection • Sound knowledge of the SEND Code of Practice • Understanding of what makes 'quality first' teaching, and of effective intervention strategies • Ability to plan, monitor and evaluate interventions • Data analysis skills and the ability to use data to inform provision planning • Effective communication and interpersonal skills • Good record-keeping skills • Lead multi-agency professional meetings • Sound knowledge of ICT to support learning • Effective behaviour management strategies	• An understanding of the independent school sector • Experience working in a Catholic Primary setting
SKILLS, APTITUDES and COMMUNICATION	• Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school • Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Ability to work with a wide range of professionals and parents	• Familiarity with Google Classroom or VLE • Experience working and teaching with iPads

DISPOSITION	• Commitment to the safety and welfare of all pupils • Commitment to raising standards and levels of achievement of all pupils • Highly motivated and enthusiastic • Flexibility and willingness to be involved in School life • An understanding of, and commitment to, the school's ethos and Catholicity • Willingness to continue to undertake training and learn through CPD	• Practising Catholic