



Ministerium Tuum Imple Love | Serve | Do the best that is possible

Special Educational Needs and Disability Co-ordinator (SENDCO) Person Specification

Essential (E) -Essential to be considered for appointment

Desirable (D)- Beneficial for the successful applicant

How assessed:

AF - Application form

SS - Supporting statement

I – Interview

Criteria	Essential/ Desirable	How assessed
1. Qualifications / Experience		
1. Qualified to degree level or equivalent	E	AF
2. Qualified teacher status	E	AF
3. National Award for SEN Co-ordination	E	AF
4. Access Arrangements Assessor	E	AF
5. Holding or in the process of completing other relevant professional qualifications such as Access Arrangement	E	AF
6. Successful experience with pupils in an 11-18 school	E	AF/SS/I
7. Experience leader and manager	E	AF/SS/I

8. Experience of conducting training/leading CPLD	D	AF/SS/I
9. An understanding of the diverse learning and social needs of children aged 11-18	D	SS/I

2. Professional knowledge, skills		
1. Writing support plans, managing EHCP outcomes	E	AF
2. Sound Knowledge of the SEND code of Practice	E	AF/I
3. Good understanding of whole school curriculum and SEND needs	E	AF/I
4. Understanding of what makes “quality first” teaching, and of effective intervention strategies	E	I
5. Ability to plan deliver and evaluate interventions	E	SS
6. Data analysis skills and the ability to use data to inform provision planning	E	I
7. Effective communication and interpersonal skills	E	I
8. Ability to build effective working relationships	E	AF/I
9. Ability to influence and negotiate	E	SS/I
10. Good record keeping skills	E	SS/I
11. Commitment to going “the extra mile” for pupils in our care	E	SS/I
3. Personal Attributes		
1. Commitment to getting the best possible outcome for pupils and promoting the ethos and values of the school	E	SS/I
2. Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability	E	SS/I

3. Ability to work under pressure and prioritise effectively	E	SS/I
4. Commitment to continuous professional development	E	I
5. Commitment to maintaining confidentiality at all times	E	I
6. Commitment to safeguarding and equality	E	I
7. Ability to take the initiative and respond to change	E	I
8. Ability to be able to relate to and inspire young people	E	I
9. Ability to demonstrate patience and empathy with children and other adults	E	I
10. Ability to maintain confidentiality	E	I
4. Service		
A commitment to working for the benefit of others	E	SS/I
A commitment to working within the expectation outlined in the Catholic purpose of all job descriptions	E	SS/I