



St John the Divine Church of England Primary School – SENCO Person Specification

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| Post title: | SENCO - Part Time |
| Grade: | MPS / UPS |
| Responsible to: | The Head Teacher and the Inclusion Manager |
| Responsible for: | SEND support assistants |
| Purpose of the job: | The SENCO is required to carry out the duties of a schoolteacher as set out in the School Teachers' Pay & Conditions Document and the Teachers' Standards. |

Overall responsibility

- To lead, manage, develop and maintain high quality SEND provision which enables quality teaching, excellent learning outcomes and success for all pupils.
- To model effective teaching, to coach and train colleagues and to teach, as appropriate, across the school.
- To keep all aspects of paperwork including records and policies up-to-date and actioned as appropriate

| Selection criteria – all are essential except those marked * which are desirable | |
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| Qualifications and experience | • Qualified teacher status |
| | • National Qualification for Special Educational Needs Co-ordination |
| | • Proven track record of CPD |
| | • Further specialist qualification in an aspect of SEND eg. ASD, SpLD * |
| | • At least 5 years successful teaching experience within the primary age range |
| | • Evidence of sound knowledge of effective quality first teaching and intervention strategies |
| | • Demonstrable experience in working collaboratively with parents, colleagues, governors and the local community* |
| | • Experience of monitoring and evaluating effective teaching and learning* |
| Professional knowledge and understanding | • Proven experience in effective liaison with a range of outside agencies* |
| | • Knowledge and understanding of the expectations within the EYFS and National Curriculum |
| | • Knowledge and understanding of current developments and best practice in SEND legislation and all aspects of inclusion and pastoral care |
| | • Knowledge of the range and types of interventions available |
| | • Confident use of Computing, including classroom technologies |
| | • The effective management of provision for SEND |
| Abilities and skills | • Understanding of child protection procedures and safeguarding children |
| | • Ability to use performance data to inform provision mapping and planning |
| | • Ability to lead and manage people to work effectively, both individually and in teams |
| | • Produce and update CAF forms, EHC plans and other statutory documents |
| | • Ability to deal sensitively with people |
| | • Show excellent time and management skills and analyse, prioritise and meet deadlines |
| | • Ability to communicate effectively, taking into account the views of others, including effective oral and written communication and excellent presentation skills |
| | • Ability to organise work effectively, prioritising and managing time, working under pressure to meet deadlines and setting personal goals |
| | • Ability to promote the learning ethos of the school, supporting our vision for excellent education which develops happy, confident, successful and caring global citizens |
| | • Ability to ensure environments within the school are welcoming, inclusive and fully supportive of all children achieving their very best |
| Personal qualities | • A commitment to inclusive education and a willingness to respond to the needs of all learners |
| | • Ambition, energy, enthusiasm, determination and drive to develop your role |
| | • Reliability, professionalism and integrity |