

Chadwell Primary School

Special Educational Needs Co-ordinator (SENDCO)

Person Specification

Selection criteria – all are essential except those marked * which are desirable	
Qualifications and experience	1. Qualified teacher status
	2. National Qualification for Special Education Needs Co-ordination or willingness to undertake this as of September 2015.
	3. Proven track record of CPD
	4. Further specialist qualification in an aspect of SEN eg. ASD, SpLD*
	5. At least 4 years successful teaching experience within the primary age range
	6. Evidence of sound knowledge of effective quality first teaching and intervention strategies
	7. Demonstrable experience in working collaboratively with parents, colleagues, governors and the local community*
	8. Experience of monitoring and evaluation effective teaching and learning*
	9. Proven experience in effective liaison with a range of outside agencies*
	10. Experience working across more than one phase or in SEND setting
Professional knowledge and understanding	1. Knowledge and understanding of the expectations within the new EYFS and National Curriculum
	2. Knowledge and understanding of current developments and best practice in new SEND legislation and all aspects of inclusion and pastoral care
	3. Knowledge of the range and types of interventions available
	4. Confident use of ICT, including classroom technologies including Target Tracker, Integris or other pupil tracking software
	5. The effective management of provision for SEN

	6. Understanding of child protection procedures and safeguarding children
Abilities and skills	1. Ability to use performance data to inform provision mapping and planning
	2. Ability to lead and manage people to work effectively, both individually and in teams. This includes CPD delivery to teaching and support staff.
	3. Produce and update CAF forms, EHC plans and other statutory documents
	4. Ability to deal sensitively with people
	5. Show excellent time and management skills and analyse, prioritise and meet deadlines
	6. Ability to communicate effectively, taking into account the views of others, including effective oral and written communication and excellent presentation skills.
	7. Ability to organise work effectively, prioritising and managing time, working under pressure to meet deadlines and setting personal goals
	8. Ability to promote the learning ethos of the school, supporting out vision for excellent education which develops happy, confident, successful and caring global citizens
	9. Ability to ensure environments within the school are welcoming, inclusive and fully supporting of all children achieving their very best.
Personal qualities	1. A commitment to inclusive education and a willingness to response to the needs of all learners
	2. Ambition, energy, enthusiasm, determination and drive to develop your role
	3. Reliability, professionalism and integrity. Ability to transition with present SENDCO for 1 term transition period.