

## St Mark's C.E. Junior School

### SENCO

#### Person Specification

<b>Selection criteria</b> – all are essential except those marked * which are desirable	
Qualifications and experience	1. Qualified teacher status
	2. National Qualification for SENCOs* If not achieved the successful candidate will need to complete the award
	3. Proven track record of CPD
	4. Further specialist qualification in an aspect of SEN eg. ASD, SpLD*
	5. Successful teaching experience within the primary age ranges
	6. Sound knowledge of quality first teaching and intervention strategies
	7. Experience in working with parents, colleagues, governors etc
	8. Experience of monitoring and evaluating effective teaching and learning
	9. Proven experience in effective liaison with a range of outside agencies*
Professional knowledge and understanding	1. Knowledge/understanding of the expectations within the National Curriculum
	2. Knowledge and understanding of current developments and best practice in SEN 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
	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/manage people to work effectively, both individually/in teams
	3. Produce and update CAF forms, EHCPs and other statutory documents
	4. Ability to deal sensitively with parents and staff
	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 our 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 supportive of all children achieving their very best
Personal qualities	1. A professional approach – a commitment to inclusive education
	2. Willingness to meet to the needs of all learners
	3. Ambition, energy, enthusiasm, determination and drive to develop your role
	4. Resilient
	5. Hard-working
	6. Loyalty