



Special Educational Needs and Disabilities Co-Ordinator

Job Specification

	<u>Essential</u>	<u>Desirable</u>
Qualifications and Training	Qualified Teacher Status	Evidence of further professional study
Experience	<ul style="list-style-type: none"> • Successful experience of teaching across EYFS &KS1 and the ability range • Monitoring of classroom practice • Experience of school development planning • SENCO qualification or working towards it 	
Skills, Knowledge and Understanding	<ul style="list-style-type: none"> • Commitment to social inclusion • Commitment to equal opportunities • Knowledge of the National Curriculum and EYFS • Good oral and written communication skills • Knowledge of strategies for raising achievement • Excellent mainstream classroom practitioner • Experience of successful teaching of children with SEND in a mainstream setting • Understanding of working with pupils with complex needs 	<ul style="list-style-type: none"> • Potential for leadership
Management and Leadership	<ul style="list-style-type: none"> • Ability to lead, develop and manage initiatives • Highly organised, efficient, meets deadlines • Innovative and ambitious • Ability to motivate and delegate 	<ul style="list-style-type: none"> • Experience of planning and delivery of staff training

	<ul style="list-style-type: none"> • Ability to communicate effectively with staff, pupils and parents/carers • Ability to raise attainment and expectations of all pupils • Experience of monitoring and driving pupil progress of SEN groups • Ability to work and liaise with external agencies 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to be adaptable, flexible and creative to find solutions • Enthusiastic and to be proactive • Ability to work in a team • Ability to set and maintain standards • A commitment to personal, professional development • A commitment to supporting the school's ethos, vision and values 	