

St Bernadette's Catholic Primary School  
 Hobmoor Road, Yardley, Birmingham B25 8QL  
 0121 783 7232

**Special Educational Needs Coordinator (SENCO)  
 And Deputy Designated Safeguard Leader**

**Person Specification**

	Essential	Desirable
<b>Qualifications &amp; Training</b>	<b>Qualified Teacher status</b>	<b>National SENCo qualification</b>  <b>Designated Safeguarding Lead Training</b>
<b>Experience</b>	<b>Teaching experience</b>  <b>Experience of working at whole school level</b>  <b>Experience of making successful funding applications</b>  <b>Experience of working with SEN children</b>	<b>Experience of conducting training/ leading INSET</b>  <b>Experience of writing EHCP applications</b>
<b>Professional Knowledge &amp; Understanding</b>	<b>Good knowledge of the National Curriculum</b>  <b>An understanding of curriculum and pedagogical issues relating to teaching and learning</b>  <b>A sound knowledge of the SEND Code of Practice</b>  <b>Ability to plan and evaluate intervention strategies</b>  <b>Ability to build effective working relationships</b>  <b>Knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the</b>	<b>Ability to lead team meetings</b>

	responsibilities of schools and other agencies	
<b>Professional Skills &amp; Abilities</b>	<p>Sound ICT knowledge and skills relating to record keeping.</p> <p>Ability to model appropriate strategies and support to advise teaching and support staff in order to provide appropriate teaching and learning experiences for all children</p> <p>Must be able to provide information through report writing for sharing information to parents and the LEA's as required</p> <p>Ability to plan and work collaboratively with colleagues</p>	
<b>Personal Qualities</b>	<p>Excellent level of personal organisation</p> <p>A teacher with a flexible, enthusiastic and positive approach</p> <p>Good communication skills</p> <p>The ability to manage own workload effectively</p>	

**St Bernadette's Catholic Primary School,**  
**Hob Moor Road, Yardley, Birmingham B25 8QL,**  
**TEL: 0121 783 7232**  
**[www.stberns.co.uk](http://www.stberns.co.uk)**  
**Headteacher: Miss Angela Cowings**

