



Hartsfield JMI School

SENCO - Person Specification

	Essential	Desired
Qualification and training	<ul style="list-style-type: none"> ➤ Degree ➤ Qualified teacher status 	<ul style="list-style-type: none"> ➤ National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment
Experience	<ul style="list-style-type: none"> ➤ Minimum of 5 years teaching experience ➤ Experience of supporting pupils with significant SEN or a disability ➤ Experience of working at a whole-school level ➤ Involvement in self-evaluation and development planning ➤ Experience of conducting training/leading INSET 	
Skills and knowledge	<ul style="list-style-type: none"> ➤ Sound knowledge of the SEND Code of Practice ➤ Understanding of what makes 'quality first' teaching, and of effective intervention strategies ➤ Ability to plan and evaluate interventions ➤ Experience of IT systems such as Arbor, CPOMs and/or Edukey ➤ Data analysis skills and the ability to use data to inform provision planning ➤ Effective communication (written and verbal) and interpersonal skills ➤ Ability to build effective working relationships ➤ Ability to influence and negotiate ➤ Good record-keeping skills 	
Personal qualities	<ul style="list-style-type: none"> ➤ Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school ➤ Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality ➤ Positive and flexible attitude ➤ Empathetic and direct approach to pupils, parents/carers and colleagues 	