**ST MARGARET CLITHEROW ROMAN CATHOLIC PRIMARY SCHOOL**

**Monkswood Lane (off Monkswood Way) Stevenage Herts SG2 8QJ**

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Headteacher:

Carmela Puccio (BA Hons)

**PERSON SPECIFICATION**

**SPECIAL EDUCATIONAL NEEDS (SEN) CO-ORDINATOR**

*Competencies that candidates will be reviewed against during shortlisting and the resulting interview process have been categorised below as either ‘essential’ (E) or ‘desirable’ (D).*

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| Training & Qualifications 1. Qualified Teacher Status (E)
2. National Award for SEN Coordination (D)
3. Commitment to complete NPQ for SENCOs within three years (E)
4. Evidence of continuing and recent professional development relevant to the post (E)
5. Further specialist qualification in an aspect of SEN eg. ASD, SpLD (D)
6. At least 5 years successful teaching experience within the primary age range (E)
7. Evidence of sound knowledge of effective quality first teaching and intervention strategies (E)
8. Demonstrable experience in working collaboratively with parents, colleagues, governors and the local community (E)
9. Experience of monitoring and evaluating effective teaching and learning (D)
10. Proven experience in effective liaison with a range of outside agencies (D)
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| Professional Knowledge and understanding 1. Knowledge and understanding of and a commitment to Safeguarding, Equal Opportunities and Health and Safety (E)
2. Knowledge and understanding of current developments and best practice in SEN legislation and all aspects of inclusion and pastoral care (D)
3. Knowledge of the range and types of interventions available (E)
4. The effective management of provision for SEN (E)
5. Knowledge and understanding of current theory and best practice in learning and teaching, particularly as this relates to high achievement, attainment and progress (E)
6. Good understanding of the importance of culture and ethos and how this impacts on morale, high expectation and high standards (E)
7. Good understanding of effective procedures for managing and promoting positive behaviour among pupils (E)
8. Good understanding of the role of parents and the community in school improvement and how this can be practised and developed (E)
9. Understanding of how data analysis can lead to improvements for groups, individuals and cohorts (E)
10. Knowledge and understanding of how mobile technologies can impact on learning (E)
11. Knowledge and understanding of what it means to teach in a Catholic school, supporting its ethos (D)
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| Experience 1. Experience of promoting highly effective communications within the school community (E)
2. Experience of working in a Catholic School environment (D)
3. Ability to use performance data to inform provision mapping and planning (E)
4. Ability to lead and manage people to work effectively, both individually and in teams (E)
5. Produce and update CAF /FFA forms, EHCP plans and other statutory documents (D)
6. Ability to deal sensitively with people (E)
7. Show excellent time and management skills and analyse, prioritise and meet deadlines (E)
8. Ability to communicate effectively, taking into account the views of others, including effective oral and written communication and excellent presentation skills (E)
9. Ability to organise work effectively, prioritising and managing time, working under pressure to meet deadlines and setting personal goals (E)
10. Ability to promote the learning ethos of the school, supporting our vision for excellent education which develops happy, confident, successful and caring pupils (E)
11. Ability to ensure environments within the school are welcoming, inclusive and fully supportive of all children achieving their very best (E)
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| Characteristics and Competencies 1. Ability to promote the school’s aims and ethos positively (E)
2. Ability to develop good personal relationships within a team, making an effective contribution to high morale (E)
3. Ability to establish and develop close relationships with parents, governors and the community (E)
4. Ability to communicate effectively (both orally and in writing) to a variety of audiences (E)
5. Boundless enthusiasm, determination and drive to inspire others to achieve high standards (E)
6. An appetite and stamina for challenging work and a willingness to take calculated risks (E)
7. A growth mindset and determined “no-excuses” approach to sustaining high standards (E)
8. A personable nature to build effective relationships with parents and all members of the school community (E)
9. A lively, creative and good-humoured approach to all aspects of teaching & learning (E)
10. A willingness to innovate and to reflect on personal practice critically (E)
11. A commitment to inclusive education and a willingness to respond to the needs of all learners (E)
12. Ambition, energy, enthusiasm, determination and drive to develop your role (E)
13. Reliability, professionalism and integrity (E)
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