



Wisdom – Hope – Community - Dignity

PERSON SPECIFICATION - SENDCo.

O - Observed Task

A - Application process

I - Interview process

	Essential/ Desirable	Assessed via
Qualifications, Knowledge and Experience		
Degree in appropriate subject area	E	A
DfE recognised teaching qualification and QTS Status	E	A
National Award for SEN Coordination or a willingness to complete the NPQ for SENDCO qualification	E	A
Excellent knowledge of subject and the way that pupils learn it	E	O/I
Evidence of continuing professional development	D	A
Knowledge and ability in the use of ICT in teaching to enhance learning of pupils.	D	I
Clear rationale for the value of their subject within education and the wider community	E	I
Knowledge of Special Educational Needs legislation and delivery throughout the curriculum	E	I
Experience of writing IEPs and holding Annual Reviews	E	I
Knowledge of the role and scope of agencies in support of work with pupils of SEND	E	I
Experience of using data to measure pupils' ability, inform learning and teaching, monitor progress and evaluate the impact of teaching	E	I
Have acquired (or be working towards) The National Award for SEN Coordination (NASENCo)	E	A
Experience of conducting training / leading INSET	E	A
Working knowledge of the SEND Code of Practice	E	A/I
Skills and Capabilities		
To enthuse pupils by teaching imaginatively, employing a variety of teaching styles	E	O
To create a positive, inclusive learning environment	E	O
To differentiate teaching so that the learning of all pupils is addressed	E	O
To plan lessons in such a way that all pupils in the class learn effectively	E	O
To manage the behaviour of pupils effectively	E	O
An understanding of Health and Safety and Equalities legislation as it applies to SEND	E	A
Competent coordinator and motivator	E	O
Ability to assess the performance of others and respond appropriately	E	I
Personal Qualities		
Enthusiastic and approachable	E	I
Willingness to contribute to extra-curricular work	D	A/I
Good interpersonal skills with pupils and colleagues	E	O/I
Ability to remain calm under pressure	D	I
Belief that all pupils can achieve	E	I
Excellent organisational skills	E	A/I



Ability to prioritise and manage time	D	O/I
High expectations of pupils and their behaviour	E	A/O/I
Hardworking and conscientious	E	I
Values		
The belief that every student can and will achieve their very best	E	A/I
Good organisational skills	E	A/I
Ability to work to deadlines and manage pressure	E	A/I
Record of good attendance and punctuality	E	A
Engage with and actively promote Bishop Wood's sustainability goals	E	A/I
Safeguarding and welfare of the School community		
The ability to maintain appropriate relationships with all members of the School community	E	A/I
The ability to manage student and colleagues' behaviours in a positive way	E	A/I
Be clear on their motivation to work with young people	E	I
Uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination	E	A/I