



SEVENOAKS PRIMARY SCHOOL

PERSON SPECIFICATION

Post title: SPECIAL NEEDS COORDINATOR
Grade: Salary plus SEN allowance
Responsible to: Head Teacher
Responsible for: SEN Support Staff
Purpose of the job: The SENCO is required to carry out the duties of a school teacher as set out in the School Teachers' Pay & Conditions Document and the Teachers' Standards.

Overall responsibility

- To lead, manage, develop and maintain high quality SEN provision which enables quality teaching, excellent learning outcomes and success for all pupils
- To model effective teaching, to coach and train colleagues and to teach, as appropriate, across the School
- To keep all aspects of paperwork including records and policies up-to-date and actioned as appropriate.

Selection criteria

Selection criteria	Desirable	Essential
Qualifications and experience	Further specialist qualification in an aspect of SEN eg, ASD, SpLD	Qualified teacher status
	Experience of monitoring and evaluating effective teaching and learning	National Qualification for Special Educational Needs Co-ordination (or studying for the qualification)
	Proven experience in effective liaison with a range of outside agencies	Proven track record of CPD
		At least 5 years successful teaching experience within the primary age range
		Evidence of sound knowledge of effective quality first teaching and intervention strategies
		Demonstrable experience in working collaboratively with parents, colleagues, governors and the local community
Professional knowledge and understanding	Understanding of child protection procedures and safeguarding children	Knowledge and understanding of the expectations within the new EYFS and National Curriculum
		Knowledge and understanding of current developments and best practice in SEN legislation and all aspects of inclusion and pastoral care

		Knowledge of the range and types of interventions available
		Confident use of ICT, including classroom technologies
		The effective management of provision for SEN

Abilities and skills		Use of performance data to inform provision mapping and planning
		Leadership and people management to work effectively, both individually and in teams Track record of leading a team
		Produce and update, Kent referral and tracking documentation, HNF, EHCPs and other statutory documents
		Ability to deal sensitively with people both staff and local community as well as outside agencies
		Show excellent time and management skills and analyse, prioritise and meet deadlines
		Effective communication, taking into account the views of others, including effective oral and written communication and excellent presentation skills
		Effective organisation of work, prioritising and managing time, working under pressure to meet deadlines and setting personal goals , self-motivated
		To promote the learning ethos of the school, supporting our vision for excellent education which develops happy, confident, successful and caring global citizens
		To ensure that environments within the school are welcoming, inclusive and fully supportive of all children achieving their very best
Personal qualities		A commitment to inclusive education and a willingness to respond to the needs of all learners
		Ambition, energy, enthusiasm, determination and drive to develop your role
		Reliability, professionalism and integrity