



PERSON SPECIFICATION

Job title: Special Educational Needs Co-ordinator (SENCO)

Qualifications	
Evidence	Essential/ Desirable
Qualified Teacher status	Essential
National Qualification for SENCo (or a commitment to complete this within 3 years of appointment)	Essential
Evidence of continuous INSET with particular reference to Special Educational Needs (SEN)	Desirable

Experience	
Evidence	Essential/ Desirable
Qualified teacher with at least four years' experience	Essential
Evidence of continuing professional development	Essential
Evidence of work with colleagues in primary/secondary schools	Essential
Experience of working alongside other teachers in development and learning	Essential
Experience of attending meetings to support pupils initial and annual reviews	Essential
Teaching all Key Stages, dealing with a range of SEN	Desirable
Experience in attending LAC and PEP meetings	Desirable

Knowledge and Understanding	
Evidence	Essential/ Desirable
Strategies for meeting SEN in a mixed ability class situation	Essential
The SEN Code of Practice and its practical application	Essential
The statementing process and the evidence needed	Essential
Behaviour management techniques for groups and individuals	Essential
Good understanding of curriculum and pedagogical issues related to extending pupil performance and the development of thinking skills	Essential
Good understanding of factors promoting effective transfer of learners from one phase of education to the next	Essential
Good understanding of the principles behind school improvement including school improvement planning, monitoring, review and evaluation of progress	Essential
The funding support mechanism for SEN	Desirable
The roles and responsibilities of educational psychologists and of learning and behaviour support services	Desirable
Pastoral support plans	Desirable
An understanding of the broader secondary and primary context and Government	Desirable



initiatives to raise achievement	
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Skills	
Evidence	Essential/ Desirable
Empathise with the difficulties of SEN pupils in accepting a broad and balanced curriculum	Essential
Organise and sustain systematic support from a variety of providers for a range of SEN	Essential
Advise and motivate teaching staff with SEN initiatives	Essential
Present clearly a wide range of specialised information to both educationalists and non-educationalists	Essential
Make consistent judgement based on careful analysis of available evidence	Essential
Excellent classroom practitioner	Essential
Good communication skills, both written and oral	Essential
Good presentation skills with the ability to enthuse and motivate others	Essential
Good organisation skills	Essential
Confident in the use of information and communication technology	Desirable
Good influencing and negotiation skills	Desirable

Personal Characteristics	
Evidence	Essential/ Desirable
Willingness to share expertise, skills and knowledge	Essential
Sensitivity to the aspirations, needs and self-esteem of others	Essential
Commitment to team working	Essential
Willingness to address challenging issues with clarity of purpose and diplomacy	Essential
Preparedness to attend national and regional venues for meetings and training sessions	Desirable

Other	
Evidence	Essential/ Desirable
The successful applicant will require an enhanced DBS check	Essential

This job profile is provided for guidance only. It will be reviewed, updated and amended in accordance with the changing needs of Talbot House Trust and the specific requirements of the role.