

**SENDCo – Special Educational Needs and Disabilities Coordinator**

Criteria	Qualities
Qualifications and training	• Qualified teacher status • National Award for SEN Coordination or the NPQSENDCO, or a willingness to complete it within 3 years of appointment • Degree
Experience	• Teaching experience • Experience of working at a whole-school level – middle, secondary or special school • Understanding of EAL students • Understanding of exam access arrangements • Involvement in self-evaluation and development planning • Experience of conducting training/leading INSET • Experience of line managing staff is desirable
Skills and knowledge	• 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 • Data analysis skills and the ability to use data to inform provision planning • Effective communication and interpersonal skills • Ability to build effective working relationships • Ability to influence and negotiate • Good record-keeping skills
Personal qualities	• Commitment to getting the best outcomes for students and promoting the ethos and values of the school • Commitment to equal opportunities and securing good outcomes for students with SEND • Ability to work under pressure, prioritise effectively and work hard • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • A sense of humour, relentless optimism and a can do attitude is required in all our staff. A belief that we can and do make a difference and at all times put the students first

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.