



Person Specification

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

Contract type: Full Time - Permanent

Reporting to: Assistant Headteacher

Responsible for: Learning Support Assistants

Qualifications	Essential	Desirable
Qualified teacher status in secondary education	✓	
NASENCO or evidence of readiness to start NASENCO (statutory requirement)	✓	
Further specialist qualification in an aspect of SEN e.g. ASD, SpLD		✓
Experience	Essential	Desirable
Proven record of SEND leadership and experience	✓	
Proven record of successful organisation and administration	✓	

Experience of managing change effectively	✓	
Experience of working in more than one secondary school		✓
Evidence of raising achievement for students with SEND	✓	
Experience of working with parents and carers to support their children's learning	✓	
Evidence of the ability to challenge underperformance and hold staff to account	✓	
Experience of successful planning and implementation	✓	
Knowledge and experience of a range of curriculum areas	✓	
Experience of line managing staff		✓
Knowledge	Essential	Desirable
Knowledge of current education issues relating to inclusion and SEND	✓	
Knowledge of current curriculum issues relating to inclusion and SEND	✓	

The ability to analyse and interpret data	✓	
An understanding of how SEND students learn and the ability to differentiate lessons to address their needs	✓	
Knowledge of the SEND Code of Practice and statutory requirements	✓	
Skills and Attributes	Essential	Desirable
Good communication and presentation skills	✓	
Is able to motivate students and staff	✓	
A commitment to the belief that every child deserves the best possible education	✓	
Ability to work calmly under pressure	✓	
An optimistic outlook	✓	
A capacity for hard work	✓	
An ability to be flexible and use appropriate leadership styles for the situation	✓	

The ability to inspire, challenge and motivate others	✓	
Someone with integrity and the highest professional standards	✓	
Excellent attendance and punctuality record	✓	
The ability to problem solve	✓	
A commitment to safeguarding and the welfare of students	✓	
An ability to self-reflect and act upon that reflection	✓	
An ability to make firm decisions and take responsibility for those decisions	✓	
A commitment to equality of opportunity	✓	
Ability to hold staff to account	✓	