

Person Specification: Special Educational Needs & Disabilities Co-ordinator

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> ➤ Qualified teacher status ➤ National Award for SEN Co-ordination, or working towards ➤ Good Honours Degree or equivalent level of education
Experience	<ul style="list-style-type: none"> ➤ Teaching experience 4 years or more, within a primary setting ➤ Experience of working with children with SEND ➤ Experience of current good practice and curriculum developments in SEND provision ➤ Experience of working at a whole-school level ➤ Involvement in self-evaluation and development planning ➤ Experience of conducting training/leading INSET ➤ Experience of monitoring and evaluating effective teaching and learning ➤ Experience in effective liaison with outside agencies ➤ Able to demonstrate experience of working collaboratively with parents, colleagues, governors and local community
Skills and knowledge	<ul style="list-style-type: none"> ➤ Thorough 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 ➤ Ability to produce, update and monitor EHC plans, referrals and other statutory documents ➤ Effective communication and interpersonal skills, including high level of written and oral literacy and competent ICT use ➤ Ability to quickly establish and maintain positive relationships with pupils, staff and families ➤ Ability to organise work effectively, prioritising and managing time, working under pressure to meet deadlines ➤ Ability to lead and manage people ➤ Ability to work alongside colleagues, contributing effectively to a team ➤ Knowledge of KCSiE and awareness of safeguarding best practice ➤ Understanding of safeguarding issues and promoting the welfare of children and young people ➤ Ability to fulfil the professional standards for Teachers in England

Personal qualities	<ul style="list-style-type: none">➤ Commitment to getting the best outcomes for pupils, including those with SEND, and promoting the ethos and values of the school➤ Commitment to equality of opportunity and respect for pupils' individual differences, and to abide by all school policies➤ Ability to provide advice and guidance to parents in a positive and clear manner➤ Ability to remain calm when working under pressure➤ Commitment to maintaining confidentiality at all times
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