

Person Specification

Special Educational Needs Coordinator

Criteria	Essential	Desirable
Qualifications and Training	• Qualified Teacher Status • National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment	• Child Protection Training Level 3
Experience:	• Teaching experience in the Primary phase • Experience of working at a whole-school level • Involvement in self-evaluation and development planning • Experience of conducting training/leading INSET	• Experience of managing substantial change across a subject area or whole school. • Evidence of recent training in whole school leadership and management.
Practical Skills:	• 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 planning • Effective communication and interpersonal skills • Ability to build effective working relationships • Ability to influence and negotiate • Good record-keeping skills • Strong ICT skills	
Personal Qualities and Attributes	• Commitment to getting the best outcomes for pupils • and promoting the ethos and values of the school • Commitment to equal opportunities and securing good outcomes for pupils with SEND • Ability to work under pressure and prioritise effectively • Have a positive attitude to school development • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality	• Experience leading and managing teams to raise standards.
Other Factors	• Commitment to Equal Opportunities • Enhanced DBS Check	

The post holder may be required to travel to other local sites, including other CLP schools.