

### **PERSON SPECIFICATION – SEND Co-ordinator (M1 – UPS3 + TLR 1a)**

<b>CATEGORY</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>WHERE IDENTIFIED</b>
<b>QUALIFICATIONS</b>	Qualified Teacher Status Graduate in specialist subject NASENCo qualification or willingness to work towards	Relevant further qualifications related to SEND or further qualification in Education.	Application Form
<b>EXPERIENCE</b>	Successful teaching experience of KS3/4. Outstanding Teacher. Proven track record of using ICT to enhance learning and teaching. Proven track record of success with SEND cohort.	Any further experience working with young people in and out of school (e.g. youth work, summer schools, overseas work). Experience of leading staff development. Working with other professionals/outside agencies	Application Form/ References/ Interview
<b>PROFESSIONAL DEVELOPMENT</b>	Evidence of keeping up to date with developments in national/local SEND provision and trends.	Commitment to continual personal development EAL, assessment, assistive technology, OFSTED framework, attending voluntary training sessions.	Application Form/ Interview
<b>SKILLS</b>	Outstanding Classroom practitioner. Ability to develop a vision for SEND in the 21 <sup>st</sup> century. Ability to strategically lead and manage a team Ability to develop and deliver staff training. Ability to communicate well in both written and verbal forms. Good record keeping/monitoring of work. Positive approach to promoting excellent learning environments.	Knowledge of innovative techniques to enhance learning especially through the use of ICT. Ability to produce resources and materials to support learning process. Ability to work effectively with partner schools and organisations to support educational developments.	References/ Interview
<b>SPECIAL KNOWLEDGE</b>	Good knowledge and understanding of the Code of Practice. Excellent understanding of the principles of inclusive practice and improving outcomes.	Understanding and experience of delivering interventions. Awareness and understanding of the Equality Act 2010	Interview
<b>PERSONAL ATTRIBUTES</b>	Sympathy with the school mission statement. Able to work effectively within a team setting. Excellent time management and interpersonal skills Self-motivated with the ability to motivate other people. Ability to problem solve and use initiative. Commitment to ongoing developments and improvements. Flexible approach to work and good emotional resilience.	Willingness to support extra-curricular activities. Ability and confidence to hold others accountable. Good delegation skills. A good sense of humour.	References/ Interview