

ST ANN'S R C PRIMARY SCHOOL
PERSON SPECIFICATION

POST : Special Educational Needs Co-ordinator

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
Training, Qualifications	
To be qualified teacher status	Application Form
To be supportive of the Catholic ethos	Application Form
To be able to teach children aged 3 – 11 years	Application Form
National Award for SEN Co-ordination	Application Form
Degree	Application Form
Experience	
Experience of working at a whole-school level	Application Form/ Interview
Involvement in self-evaluation and development planning	Application Form / Interview
Experience of conducting training / leading INSET	Application Form/ Interview
Experience of managing support assistants	Application Form/ Interview
Skills and knowledge	
Sound knowledge of the SEND Code of Practice	Application Form / Interview
Understanding of what makes “quality first” teaching, and of effective intervention	Application Form / Interview
Ability to plan and evaluate interventions	Application Form / Interview
Data analysis skills and the ability to use data to inform provision planning	Application Form / Interview
Effective communication and interpersonal skills	Application Form / Interview
Ability to build effective working relationships	Application Form / Interview
Ability to influence and negotiate	Application Form/ Interview
Excellent record-keeping skills	Application Form/ Interview
Personal Qualities	
Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school	Application Form / Interview

Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability	Application Form/ Interview
Ability to work under pressure and prioritise effectively	Application Form/ Interview
Commitment to maintaining confidentiality at all times	Application Form/ Interview
Commitment to safeguarding and equality	Application Form/ Interview
Commitment to promoting good relationships	Application Form/ Interview

This job description may be amended at any time in consultation with the postholder.

If you don't have all the experience listed above, but are interested in applying, contact the school office for more details.