

**Laburnum Primary School**  
**Person Specification**



**Post:** Special Educational Needs & Disabilities Co-ordinator (SENDCo)

	Essential	Desirable
<b>Qualifications/Training</b>	<ul style="list-style-type: none"> <li>▪ Qualified Teacher Status</li> <li>▪ Degree or equivalent</li> <li>▪ The National Award of Special Needs Co-ordination</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evidence of continued professional development relevant to this post</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Varied experience across the Primary School age range</li> <li>▪ Experience of a range of additional needs in the mainstream classroom</li> <li>▪ Experience of data analysis for target setting</li> <li>▪ Experience of leading and managing people</li> <li>▪ <b><u>Experience of leading training and other staff development activities</u></b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience working in more than one key stage</li> <li>▪ Experience of coaching or mentoring</li> <li>▪ Experience of working with governors, parents and the wider community</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>▪ A proven track record with SEND pupils</li> <li>▪ Knowledge of the curriculum for Foundation Stage, Key Stage 1 and 2</li> <li>▪ Understanding of how children learn and acquire new skills</li> <li>▪ Knowledge of how the effective use of data and target setting can raise standards</li> <li>▪ Up-to-date knowledge and understanding of current SEND issues</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evidence of highly effective teaching or support of SEND pupils in more than one year group</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Ability to positively influence others</li> <li>▪ Ability to motivate, lead and manage people to work both individually and in teams</li> <li>▪ Ability to implement change</li> <li>▪ Good communication skills, with a range of audiences both orally and in writing</li> <li>▪ Ability to prioritise, work under pressure and meet deadlines</li> <li>▪ Effective problem-solving skills</li> <li>▪ Effective administration and organisational skills</li> </ul>	

	Essential	Desirable
<b>Other attributes</b>	<ul style="list-style-type: none"><li>▪ Value all children and committed to the development of the whole child</li><li>▪ Relate well to pupils, staff and parents and care about their individual needs</li><li>▪ Able to adapt to changing circumstances and new ideas in a positive and creative manner</li><li>▪ Ability to deal with sensitive issues in a professional manner</li><li>▪ Has high standards of self and others</li><li>▪ Good judgement</li><li>▪ Energy and enthusiasm</li><li>▪ Integrity and loyalty</li></ul>	