

Person Specification Position: SEND Co-ordinator

The successful candidate ...

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Qualifications/	Qualified Teacher Status	Essential
Professional Development Experience	 Good demonstration of all Teacher Standards 	Essential
	 2 years or more experience of exemplary KS1 and/or KS2 classroom practice Qualification to teach across the 	Essential
	primary age range • Evidence of recent professional	Essential
	development	Essential
	 Excellent subject knowledge (English and Maths) 	Essential
	 Understand and reflect on national, local and unique data to enhance information to support teaching and learning 	Essential
Knowledge Abilities	 Very good understanding of learning and ability to inspire and motivate children 	Essential
	 Maintain an up to date provision map for all children with SEND, identifying their need, gaps, provision, hours, cost, staff, etc 	Essential
	 Commitment to continuously raising standards; analyse and interpret SEND data and share in an accessible and digestible form to all stakeholders 	Essential
	 Highest expectations with regard to achievement and behaviour 	Essential
	 A real commitment to inclusion and individual needs; 	Essential
	 Able to involve learners through a range of teaching styles; monitor the quality of teaching and learning for those children identified with SEND and reports findings and actions to the SLT 	Essential

	 Good assessment practice for best pupil progress Excellent written and oral communication and interpersonal skills with a wide range of people 2 children, parents, colleagues and external agencies Ability to work effectively in a team to improve pupil achievement and 	Essential Essential Essential
	 support colleagues; maintaining data, monitoring progress and supporting class provision. Excellent organisational skills and flexibility 	Essential
	 Responsible for writing, updating and communication including SEND policy and Local offer. Oversee, monitor and organise and lead meetings relating in any form to SEND e.g. annual reviews, Educational 	Essential Essential
	Psychologist, SaLT Meetings, ECHP Support staff with the delivery of Structured Conversations with parents and children with SEND Training in Safeguarding procedures	Essential
	 including Child Protection Able to oversee SEND interventions across KS1 and 2. To monitor and review. 	Essential Essential
Personal and professional skills	Committed to primary education and	Essential
	 understanding of educating the whole child through a rich curriculum Liaise with children's previous settings and transition. Motivated, ambitious, energy and 	Essential Essential
	determination to make a differenceEnthusiastic, energetic, talented and	Essential
	 able to think creatively Sympathetic with the ethos and aims of a three form entry school 	Essential
	 Warm and friendly with a positive outlook 	Essential
	Firm yet approachable	Essential Essential
	 Very good attendance and time keeping Resilience and ability to manage self Ability to plan for and manage others 	Essential Essential