Pope Paul
Catholic Primary School
Baker Street, Potters Bar, Hertfordshire, EN6 2ES ~ T: 01707 659755 E: admin@popepaul.herts.sch.uk
Headteacher: Mrs. Siobhan King

SENCO – Person Specification

It is expected that the person appointed will have the following qualifications, experience, knowledge / skills and personal qualities and / or special requirements for the post:

Qualifications

- A good Honours degree or higher qualification
- Qualified Teacher Status
- It would be desirable to hold a Catholic Teachers' Certificate
- Evidence of further Professional Development
- Any other relevant qualifications specific to this post

Experience

- Knowledge of Special Educational Needs legislation and delivery throughout the curriculum
- Experience of writing reports and holding Annual Reviews
- Knowledge of effective learning and teaching strategies
- Knowledge and understanding of current educational issues
- Knowledge of the role and scope of agencies in support of work with students of SEND
- Understanding of safeguarding and equal opportunities legislation
- Experience of using data to measure students' ability, inform learning and teaching, monitor progress and evaluate the impact of teaching
- Experience of securing professionally effective relationships with students, parents and a wide range of internal and external colleagues

Knowledge / Skills

- Knowledge of current educational issues
- The ability to communicate effectively with students and adults
- Secure knowledge of current curriculum developments
- Understanding of the learning process

- Use of strategies to promote good student relationships and high attainment in an inclusive environment
- An understanding of Health & Safety as it applies to SEND
- Ability to use and promote a wide range of teaching methodologies
- Competent coordinator and motivator
- Ability to assess the performance of others and respond appropriately
- Ability to form and promote positive relationships with staff, students, parents, local community and outside agencies

Personal Qualities

- Commitment to the best interests of the students
- Willingness to take responsibility

Enthusiasm and sense of humour

- An ability to co-operate with colleagues
- Reliability and resilience
- Belief that all students can achieve
- Ability to work under pressure and to deadlines
- Excellent organisational skills
- Ability to sustain own motivation and that of other staff
- Energy, ambition and enthusiasm
- Ability to prioritise and manage own time effectively
- Sense of humour
- Ability to establish and maintain good relationships with others

Leadership and Management

- Currently holding a position relevant to the requirements of this post which has successfully impacted on achievement
- Experience of monitoring and evaluating aspects of own work and that of others
- Evidence of success and innovation in leading Inclusion initiatives within current responsibilities
- Willingness to take a full part in the life of the school
- Have the potential and aspiration to undertake a more Senior Leadership Post
- A commitment to extra-curricular activities would be desirable

Special Requirements

- Commitment to raising standards
- Commitment to safeguarding and promoting the welfare of children and young people
- An enthusiastic and effective team player

Safeguarding Statement

All Saints Catholic Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to understand and share this commitment. The successful applicant will be subject to an enhanced DBS check, at least two satisfactory references must be provided, and any other safeguarding checks that are required at the time of appointment will be applied to the pre-employment process. All offers of employment are conditional and subject to safeguarding checks being met successfully. The Trust reserves the right to withdraw an offer of employment should it deem pre-employment checks as unsatisfactory.

Following the shortlisting stage, and prior to making a final decision, the Trust/School will collect and process information publicly available about you by conducting a brief online search using an internet search engine. We do this to ensure that the school acts in accordance with its obligations set out in the latest version of KCSiE.

By signing the application form I understand that I am giving my consent for the Trust/School to carry out an online search if I am shortlisted for this post. The search would be part of the Trust/School's due diligence in line with the latest KCSIE guidance and would be limited to identifying any incidents or issues that have happened and are publicly available online. I understand that the Trust/School might want to explore any such incidents or issues with me at interview.