



**Richard Whittington**  
Primary School

**Person specification - SENCO**

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>• Qualified teacher status</li><li>• National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment</li><li>• Degree</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Teaching experience</li><li>• Experience of working at a whole-school level</li><li>• Involvement in self-evaluation and development planning</li><li>• Experience of conducting training/leading INSET</li><li>• Experience of line managing staff</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Sound knowledge of the SEND Code of Practice</li><li>• Understanding of what makes 'quality first' teaching, and of effective intervention strategies/support</li><li>• Ability to plan and evaluate interventions/support</li><li>• Data analysis skills and the ability to use data to inform provision planning</li><li>• Effective communication and interpersonal skills</li><li>• Ability to build effective working relationships</li><li>• Ability to influence and negotiate</li><li>• Excellent record-keeping skills</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school</li><li>• Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to safeguarding and equality</li></ul>

**Notes:**

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

If you don't have all of the experience listed above, but are interested in applying, contact [admin@whittington.herts.sch.uk](mailto:admin@whittington.herts.sch.uk).

**Last review date:** April 2024

**Next review date:** September 2025