

**PERSON SPECIFICATION**

**Post Title: SENDCo** One day per week (0.2 FTE) with additional hours paid when required  
Commencing: January 2026

**Grade: UPS**

1. Key Competencies	
<ul style="list-style-type: none"> <li>Lead and coordinate provision for special needs across the school.</li> <li>Work with other members of staff to ensure effective provision for children with special needs, including supporting the creation of Individual Learning Plans</li> <li>Effective communication with parents/carers and pupils both in oral and written form.</li> <li>Liaise with other professionals and agencies.</li> <li>Lead Team Around the School Meetings.</li> </ul>	
2. Work and other Relevant Experience	
Essential	Desirable
Minimum of three years teaching	Previous experience as a SENDCo Experience teaching throughout the primary range.
3. Qualifications	
Essential	Desirable
Qualified Teacher Status National Award for SEN Co-ordination or if new to the role a commitment to complete it within 3years.	Willingness to attend courses to update and further knowledge.
4. Knowledge / Skills	
Essential	Desirable
<p>Knowledge of neurodiversity in children and strategies to support within the school setting.</p> <p>An understanding of potential implications for communication, learning and behaviour patterns for ASC and SEMH</p> <p>Demonstrable experience in raising outcomes for pupils with neuro-diverse needs whilst promoting a culture of inclusion.</p> <p>Working knowledge of Safeguarding &amp; Child Protection Procedures, the National Curriculum, Key Stage requirements and Code of Practice for SEND.</p> <p>Excellent verbal and written communication skills</p> <p>Keeping effective records and reports for a range of audiences, using proficient IT skills.</p> <p>Able to prioritise workload effectively; organised with attention to detail.</p>	Willingness to attend courses to update and further knowledge

Be aware of new developments in practice and policy that affect the role.	
<b>5. Personal Attributes</b>	
<b>Essential</b>	<b>Desirable</b>
<p>Promote and celebrate diversity and equal opportunities.  Offer a calm response to children with ASC and SEMH and always promote de-escalation and emotional regulation.  Collaborate and work creatively.  To support the ethos of working in a church school.</p>	

