**EMPLOYEE SPECIFICATION**

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| When filling in the application form please demonstrate with clear, concise examples how you would meet the requirements of the post. You will be assessed in relation to the Essential and Desirable criteria. Please bear in mind you must possess the Essential Criteria on Day 1 to do the job. If there are large numbers of applications for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the appropriate form. As part of the DDA, we are committed to making reasonable adjustments wherever possible and it would help us to know your needs in order to do this. | | | | |
| **POST TITLE: SENCO** | **DIRECTORATE: EDUCATION**  **SUMMER LANE PRIMARY SCHOOL** | | **GRADE: Upper Pay Scale** | |
| **CRITERIA NO** | **ATTRIBUTES** | **CRITERIA** | **HOW IDENTIFIED** | **CRITERIAL RANKING** |
| 1  2 | **Relevant Experience** | Excellent knowledge of the SEN Code of Practice.  Experience of relevant primary curriculum and practice. | Application Form / Interview | Essential |
| 3 | **Qualifications / Training** | The National SENCO qualification and a certificate/degree in education | Application Form / Interview | Essential |
| 4  5  6  7  8  9  10  11  12 | **Skills, Knowledge and Attributes** | To be a skilled communicator able to engage pupils, parents and carers and other stakeholders in establishing meetings to ensure there are high expectations for all pupils.  To lead working parties on EHCP, Early help assessment, Individual support plans and the identification of children with SEN support.  A good knowledge of tracking systems to monitor progress of SEND children to inform the setting of appropriately challenging and achievable individual targets.  To be an excellent organiser and manager of time.  To be flexible to respond to planned and unplanned tasks and a good problem solver.  The ability to communicate effectively, both orally and in writing.  The ability to respond to the pastoral needs of pupils and the ability to establish effective partnerships with parents/carers.  To lead training on interventions to school staff, governors and parents.  To provide advice on curriculum deliver for whole school setting approach or specific target groups across all three Key Stages | Application Form / Interview | Essential  Essential  Essential  Desirable  Desirable  Essential  Essential  Essential  Essential |
| 13 | **Additional Factors** | To be self-motivated to complete tasks to required timescales .  Ability to drive would be advantageous.  The willingness to occasionally present reports to Governors at Governing Body meeting. | Application Form / Interview | Desirable  Desirable  Desirable |