

Person Specification: Head of SEN (SENCO)

Essential	Desirable
Qualifications and Education	
<ul style="list-style-type: none"> • Education to degree or equivalent level + QTS • Evidence of recent professional development • Master's-level National Award for Special Educational Needs Co-ordinator as prescribed by The Education (Special Educational Needs Co-ordinators) (England) (Amendment) Regulations 2009 	<ul style="list-style-type: none"> • Evidence of further professional study in the area of SEN
Specialist Knowledge and Skills	
<ul style="list-style-type: none"> • Outstanding teacher with evidence of successful teaching in a secondary school • Outstanding knowledge and understanding of the range of complex needs experienced by youngsters who find it challenging to access the normal school curriculum • Up to date knowledge of curriculum and assessment, the development of literacy across the curriculum and changes to the code of practice • Ability to use data and strategic information to raise student attainment • ICT competency • Knowledge and understanding of safeguarding issues 	<ul style="list-style-type: none"> • Understanding of SEN funding • Ability to work with SiMS or other management system • Knowledge and understanding of inclusion in a whole school setting • Training as Designated Teacher for Looked After Children • Enhanced Safeguarding Training • Experience in coordinating effective Young Carers provision • Experience in coordinating effective Service Families provision
Leadership and Management	
<ul style="list-style-type: none"> • Ability to set clear expectations, to demand high standards and to hold others to account • Positive attitude towards change; innovative and self reflective • The ability to plan and prioritise, to complete tasks efficiently on time and to work with detail • The ability to motivate and enthuse colleagues • Excellent communication and interpersonal skills • Ability to chair meetings effectively and 	<ul style="list-style-type: none"> • Excellent presentation skills with the ability to lead training • Experience of leading a large team of teachers and support staff • Experience of working with a variety of SEN in a variety of different contexts • Experience of partnership working with parents

<p>delegate</p> <ul style="list-style-type: none"> • Good negotiating skills and the ability to diffuse situations • Resilient when faced with complex situations 	
Relevant Experience	
<ul style="list-style-type: none"> • Recent experience in a secondary school • Recent experience of leadership and management in the area of SEN 	<ul style="list-style-type: none"> • Successful experience of leading a significant 'new initiative' • Experience of partnership working
Other	
<ul style="list-style-type: none"> • Commitment to continuous improvement • Commitment to meeting the needs of all students • Sense of humour, presence, drive, passion and flexibility • Able to work independently and as part of a team • Approachable and sensitive to the needs of others • Openness & willingness to address & discuss relevant issues 	<ul style="list-style-type: none"> • Willingness to take part in extra-curricular activities, including trips and visits, and to make a significant contribution to the wider life of the academy