



**HALL GREEN SCHOOL
PERSON SPECIFICATION**

POST: SPECIAL EDUCATIONAL NEEDS & DISABILITIES CO-ORDINATOR (SENDCO)

Salary Range/Grade: TLR 1.2 (£11,935.00)
Responsible to: Assistant Headteacher

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): without which candidate would be rejected
 Desirable (D): useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured A – Application I – Interview Q – Qualification R – Reference	Desirable	How Measured A – Application I – Interview Q – Qualification R – Reference
Qualifications	<ul style="list-style-type: none"> Honours Degree Qualified Teacher Status National Award for SEN Co-ordination or a willingness to complete it within 2 years of appointment 	A A A	<ul style="list-style-type: none"> Evidence of further professional development or other qualifications 	A
Professional Experience	<ul style="list-style-type: none"> Experience and understanding of teaching and learning across the secondary age range Significant and successful management responsibility Proven track record of successful leadership of Successful experience of raising achievement Experience of contributing to self-evaluation and school improvement 	A, R A, R A, R A, R A, R	<ul style="list-style-type: none"> Experience of coaching and mentoring Experience of working with and engaging the involvement of external partners, governors, parents and the wider community 	A, R A, R

Attributes	Essential	How Measured A – Application I – Interview Q – Qualification R – Reference	Desirable	How Measured A – Application I – Interview Q – Qualification R – Reference
Knowledge and Understanding continued	<ul style="list-style-type: none"> • In-depth knowledge of developing an effective rewards system • Knowledge and understanding of a range of alternative provision • Knowledge and understanding of attendance procedures • Knowledge, understanding and commitment to safeguarding, child protection and equality 	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>		
Personal Attributes	<ul style="list-style-type: none"> • Value all children and be committed to the development of the whole child • Relate well to students, staff and parents and care about their individual needs • Able to adapt to changing circumstances and new ideas in a positive and creative manner • Has high expectations of self and others • Good judgement • Energy and enthusiasm • Integrity and loyalty • Commitment to an open, collaborative style of management • A good sense of humour • Resilience, determination and passion to succeed 	<p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p>		
Equal Opportunities	<ul style="list-style-type: none"> • Knowledge of and commitment to equal opportunities issues as they relate to education and schools 	<p>A, I, R</p>		

Attributes	Essential	How Measured A – Application I – Interview Q – Qualification R – Reference	Desirable	How Measured A – Application I – Interview Q – Qualification R – Reference
Safeguarding	<ul style="list-style-type: none"> The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment 	A, I		

(A = Application Form, I = Interview, Q = Proof of Qualification or evidence of relevant recent experience)

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Hall Green School is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the School to share this commitment. Successful applicants will be required to undergo pre-appointment checks appropriate to the post, including checks with past employers and Enhanced Disclosure and Barring Checks.