Little Lever School

be kind | work hard | take responsibility

'Helping every person achieve things they never thought they could'

PERSON SPECIFICATION

Job Title	**SENDCO**

QUALIFICATIONS	**ESSENTIAL**	**DESIRABLE**
A relevant level 3 qualification/ degree	√	
Qualified Teacher Status (QTS)	√	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post (NPQSEND)	√	
Level 3 Child Safeguarding qualification		√

EXPERIENCE	**ESSENTIAL**	**DESIRABLE**
High level of teacher expertise with strong evidence of impact for pupils (not just outcomes at GCSE)	√	
Experience and knowledge of issues affecting students and young people and to offer supportive assistance	√	
Record keeping	√	
Report writing	√	
High level of leadership expertise with strong evidence of impact		√
Working knowledge of SEND and the SEND Code of Practice		√
SKILLS	**ESSENTIAL**	**DESIRABLE**
Ability to effectively communicate with a wide range of audiences, verbally and in writing	√	
Ability to use standard ICT packages including Microsoft Office	√	
Excellent time management and organisation skills	√	
Resilience and an ability to work in difficult situations, including dealing with conflict	√	
Ability to build effective working relationships with all stakeholders, including professionals, students and parents	√	
Ability to undertake assessments and write reports to a high standard	√	
Ability to track data and monitor progress of students who are vulnerable or who have care plans	√	
Ability to work well under pressure and manage competing deadlines	√	
Awareness of whole school and wider educational issues	√	
Understanding of School child safeguarding procedures	√	
To be able to undertake quality assurance processes to improve the quality of care provision and safeguarding		√
OTHER	**ESSENTIAL**	***DESIRABLE***
Satisfactory DBS check	√	
High expectations of student achievement	√	

Date Person Specification prepared/updated	November 2024
Person Specification prepared by	Mr D Mckeon