



## THE RICHARD PATE SCHOOL

### Person Specification : Special Educational Needs Co-ordinator

Qualifications:	Essential	Desirable
	<p>Qualified Teacher Status</p> <p>High quality University Degree in a recognised academic discipline</p>	<p>Evidence of continuous INSET and commitment to further professional development</p>
Experience	<p>The SENCO should have experience of:</p> <ul style="list-style-type: none"><li>* Individual Educational Programmes</li><li>* assessment in various forms</li></ul>	<p>In addition the SENCO might have experience of:</p> <ul style="list-style-type: none"><li>* co-ordinating a team</li><li>* working with Educational Psychologists and other outside agencies</li></ul>
Knowledge and Understanding	<p>The SENCO should have experience of:</p> <ul style="list-style-type: none"><li>* the theory and practice of providing effectively for the individual needs of all children</li><li>* the Every Child Matters agenda</li><li>* Safeguarding Children rules</li><li>* Safer Recruitment legislation</li><li>* assessment tools used for monitoring pupils' learning</li><li>* ISI inspection criteria specifically for Special Needs</li></ul>	<p>In addition the SENCO might have experience of:</p> <ul style="list-style-type: none"><li>* educational research</li><li>* the links between schools</li></ul>
Skills	<p>The SENCO should have experience of:</p> <ul style="list-style-type: none"><li>* effective communication (both orally and in writing) to a variety of audiences</li></ul>	<p>In addition the SENCO might have experience of:</p> <ul style="list-style-type: none"><li>* co-ordinating inset for staff</li></ul>

- \* high order IT skills
- \* listening well to parents, pupils and colleagues

Skills (cont'd)

The SENCO should have experience of:

- \* promoting the school's aims positively and using effective strategies to monitor motivation and morale
- \* developing good personal relationships within a team
- \* establishing and developing close relationships with parents

Personal  
Characteristics

Highly motivated  
Organised  
Approachable  
Committed  
Good Sense of Humour  
Empathetic  
Enthusiastic  
Patient  
Resourceful  
Dynamic  
Analytical