



Finchampstead Cof E (Aided) Primary School

Job Title	SENCO Person Specification	Reports to	Headteacher/ SLT
Author	J Vanstone	Date Created	May 2025
Date Reviewed		Next Review Date	

This person specification defines the type of person required, and describes the essential and desirable skill, knowledge, qualifications, specific conditions and competencies required to undertake the duties of the job description.

Items marked as 'E' (Essential) must be demonstrated on the application form and/or at interview, as indicated below. Failure to do so is likely to result in the application in question being omitted from a short list for interview.

Items marked as 'D' (Desirable) may form the basis for selection and should be demonstrated if possible in the application form ('A') and / or at interview ('I') as indicated below.

Key:

E – Essential Process	D – Desirable	A – Application Form	I – Interview
-----------------------	---------------	----------------------	---------------

	Qualifications	E	D	A	I
1.	Qualified Teaching Status.	✓		✓	
2.	SENCO Qualification.		✓	✓	
3.	Evidence of CPD	✓		✓	✓

	Knowledge & Understanding Able to evidence and apply up to date secure knowledge and understanding of:	E	D	A	I
1.	Sound knowledge of the SEN code of practice	✓		✓	✓
2.	Working effectively with a number of stakeholders with competing priorities	✓		✓	✓
3.	Understanding & support for the values and visions of the school	✓		✓	✓

	Skills	E	D	A	I
1.	A strong commitment to raising educational attainment for children with SEND, including working with children directly and supporting other staff to do so.	✓		✓	✓
2.	A willingness and ability to develop specialist knowledge and keep up to date with local and national policy developments	✓		✓	
3.	Enthuse and inspire others and demonstrate a 'can do' attitude	✓		✓	✓
4.	Effective influencing and negotiation skills	✓		✓	✓
5.	Strong leadership skills in order to inspire and motivate other teachers by modelling good practice and developing a whole school commitment to supporting children with SEND	✓		✓	✓



Finchampstead Cof E (Aided) Primary School

6.	Excellent verbal and written communication skills to support writing statutory assessment requests, learning and support plans etc	✓		✓	✓
7.	Excellent interpersonal skills and the ability to relate to people with understanding, humour and tact; to communicate effectively with a wide range of potential audiences and to listen and understand the point of view and opinions of other people	✓		✓	✓

	Experience	E	D	A	I
1.	Experience of working with children with special educational needs and disabilities	✓		✓	✓
2.	Outstanding teacher with high expectations of children's attainment and progress.	✓		✓	

	Personal Attributes	E	D	A	I
1.	Have high standards in terms of attendance, punctuality, working hard with excellent communication skills and to be positive and resilient	✓		✓	✓
2.	The ability to manage oneself, including time management, professional direction and development and an ability to work effectively, as part of a team, at all times including challenging circumstances and to have enthusiasm & passion that inspires others.	✓		✓	✓
3.	Maintain confidentiality and handle sensitive information in accordance with Data Protection rules	✓		✓	✓
4.	Successful Enhanced DBS status	✓		✓	

It is desirable to have a good sense of humour and good interpersonal skills