

**ST BERNARD’S HIGH SCHOOL** A Catholic Academy for Arts & Science

PERSON SPECIFICATION

HEAD OF INCLUSION/SENCO

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| **criteria** | **qualities** |
| **Qualifications and training** | * Qualified teacher status
* National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment
* Degree
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| **Experience** | * Teaching experience
* Experience of working at a whole-school level
* Experience of working with children with a range of SEN
* Involvement in self-evaluation and development planning
* Experience of conducting training/leading INSET
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| **Skills and knowledge** | * Sound knowledge of the SEND Code of Practice
* Understanding of what makes ‘quality first’ teaching, and of effective intervention strategies
* Ability to plan and evaluate interventions
* Data analysis skills and the ability to use data to inform provision planning
* Effective communication and interpersonal skills
* Ability to build effective working relationships
* Ability to influence and negotiate
* Good record-keeping skills
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| **Personal qualities** | * Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school
* Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability
* Ability to work under pressure and prioritise effectively
* Commitment to maintaining confidentiality at all times
* Commitment to safeguarding and equality
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