



A Career at St Edmund's College

SENCO / Head of Learning Support

Person Specification

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed.	These are extra qualities which can be used to choose between applicants who meet all the essential criteria.	
Qualifications	<ul style="list-style-type: none"> Degree directly linked to the role and/or a recognised Higher-Level qualification. Teaching qualification or QTS. National Award for Special Educational Needs Coordinator. (NASENCO) Level 7 qualification for assessing Examination Access Arrangements. (e.g. CPT3A/ PATOSS AAA/ PAPP) 	<ul style="list-style-type: none"> Additional leadership or management qualification in an appropriate area of Special Educational Needs. Evidence of recent professional development directly linked to Special Educational Needs. Recognised SEN specialist teaching qualification Level 5. 	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<ul style="list-style-type: none"> Relevant work experience in a school environment. Experience and confidence in assessing and teaching children and young people with difficulties in the areas of communication and learning difficulties. Experience of line management responsibilities. Secure knowledge of the Equality Act 2010 and the SEN Code of Practice 2014. 	<ul style="list-style-type: none"> Experience of working with/teaching SEND pupils. Experience and confidence in planning and delivering training and advising others. 	Contents of the application form Interview Professional references

<p>Skills & Knowledge</p>	<ul style="list-style-type: none"> • Effective time management and organisational skills. • Ability to communicate complex and sensitive information in writing and orally. • Ability to make sound judgements and decisions. • Ability to work with pupils in either one-to-one or small group situations. • Ability to support the preparation of teaching resources. • Ability to track and monitor pupil progress. • Competent IT and digital skills across a range of IT packages, equipment, and digital platforms. • Ability to understand, interpret and use data to inform planning and action. 	<ul style="list-style-type: none"> • Knowledge of schools' responsibilities towards SEND pupils. • Knowledge of the Independent Schools Standards in relation to supporting pupils with SEN. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
<p>Personal competencies qualities, attitude, and behaviours</p>	<ul style="list-style-type: none"> • Sense of humour. • Mature approach to learning needs. • Flexible approach coupled with an empathetic outlook. • Good interpersonal skills. • Team player. • Commitment to the ethos and aims of the College community. • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours. 	<ul style="list-style-type: none"> • Produce, maintain, and share high quality learning materials and resources, which are aligned with the HPL philosophy and framework. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

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| | <ul style="list-style-type: none">• Positive attitude to use of authority and maintaining discipline. | | |
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The College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Candidates will be required to undergo relevant Safeguarding Checks.

We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.