SENDCo | Person Specification

St. Augustine's Church of England Primary School • January / April 2027

Applicants will be assessed against the following criteria through their application, interview, references and, where appropriate, selection activities.

Qualifications and professional learning

Essential

- Qualified Teacher Status (QTS) and eligibility to fulfil the statutory SENCO role in a mainstream school.
- Holds the NPQ for SENCOs or an accepted predecessor qualification, or is willing and able to achieve the mandatory qualification within three years of appointment.
- Evidence of relevant, ongoing professional development in SEND and inclusion.

Desirable

- Additional specialist SEND, autism, dyslexia or leadership training.

Experience

Essential

- Successful teaching experience and a strong record of supporting pupils with SEND in a mainstream primary setting.
- Experience of planning, implementing and reviewing provision for pupils with differing needs, including communication, sensory, cognition and learning, and social, emotional or mental health needs.
- Evidence of collaboration with parents/carers, school colleagues and external professionals.
- Ability to use assessment, progress information and professional judgement to improve pupil outcomes.

Desirable

- Experience of leading SEND, supervising colleagues or delivering staff CPD.
- Experience of EHCP processes, statutory reviews or supporting transitions.

Knowledge and skills

Essential

- Sound knowledge of the SEND Code of Practice, Equality Act duties, graduated approach and relevant SEND legislation.
- Strong understanding of high-quality adaptive teaching, ordinarily available inclusive provision and reasonable adjustments.
- Ability to coordinate records, provision mapping, EHCP documentation, annual reviews and statutory deadlines reliably.
- Clear, sensitive communication; skilled partnership working and ability to manage challenging conversations constructively.
- Ability to lead improvement, evaluate impact, prioritise workload and support staff professional development.

Desirable

- Knowledge of West Sussex OAIP and local authority SEND processes.

- Understanding of SEND funding, assistive technology, sensory-aware environments and positive relational approaches.

Professional values and personal attributes

Essential

- An unwavering commitment to safeguarding, inclusion, pupil dignity and ambitious expectations.
- Compassionate, resilient and solution-focused leadership; sound professional judgement and discretion.
- A collaborative approach that builds trust with children, families and colleagues.
- Willingness to support and actively uphold the Christian ethos and values of the school.

Desirable

- A commitment to contributing to the wider life of a small village primary school.

The successful applicant must satisfy all required safeguarding and safer recruitment checks. The school welcomes applications from suitably qualified candidates from all backgrounds.