 **St Paul’s CE Primary School**

**Person Specification – Inclusion Coordinator.**

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| **Specification** | **Essential** | **Desirable** |
| **Qualifications** | * Degree
* QTS
* Proven track record of leading a successful SEN/School team.
* SEN qualification:-National Award for SEN Coordination
 | * Further qualifications in SEN**.**
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| **Experience** | * Recent & relevant teaching experience (at least 4 years).
* Recent experience of assessment and tracking pupil progress.
* Experience of organising & delivering INSET.
* Experience of leading a team.
* Experience of teaching children with diverse learning needs.
* Experience in working with external professionals to support pupils with additional needs.
* Experience in working with and supporting parents, gaining trust and building productive relationships.
 | * Experience of producing IEP’s and relevant paperwork relating to SEND/EBD pupils.
* Experience in effective liaison with a range of agencies and extended services.
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| **Knowledge, Skills and Abilities** | * Good understanding of intervention programmes.
* Good understanding of the SEN Code of Practice/ Current inclusive practice.
* Ability to communicate effectively both orally and in writing (including use of ICT).
* Excellent interpersonal skills.
* Excellent organisational skills.
* Commitment to equality of opportunity and inclusive practices.
* An ability to manage change and evolve systems to maximise impact.
 | * Leading SENCO experience.
* Experience of Child Protection procedures.
* Knowledge of issues relating to Child Protection and the care of Looked After Children.
* CP Designated Teacher Training – Level 3
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| **Personal Qualities.** | * The ability to motivate and inspire children and staff in order to strive for excellence.
* A commitment to the Christian Ethos of the school.
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**John Wright – October 2022**