



## Key Stage 2 Designated Provision SENDCO and Lead Teacher Person Specification

**Sources of evidence A – Application Form and Letter, I – Interview, T – Task, R –  
Reference, D - Documentation**

<b>TRAINING AND QUALIFICATIONS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence Source</b>
Qualified Teacher Status	*		A D
Catholic Certificate of Religious Studies or equivalent		*	A D
Degree	*		A D
NASENCO / NPQSEN (or commitment to complete)	*		A D

<b>FAITH COMMITMENT</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence Source</b>
Practising Catholic		*	A I R
A commitment to supporting and upholding the Catholic ethos and values	*		A I R
Sound understanding of the distinctive nature of the Catholic school		*	A I R
Understanding of teacher's role in spiritual development of pupils and staff		*	A I R
Understanding of school's role in the community	*		A I R

<b>PROFESSIONAL EXPERIENCE, KNOWLEDGE AND UNDERSTANDING</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence Source</b>
Minimum of 2 years teaching experience	*		A I R
Detailed knowledge and understanding of pupils' educational development	*		A I T R
Knowledge and understanding of the curriculum, target setting and assessment for learning	*		A I T R
A secure subject knowledge of the National Curriculum	*		A I T R
A secure subject knowledge and understanding of the elements of the Religious Education Curriculum		*	A I R
Experience of working with children with an EHCP	*		A I T R
Experience of working with children with an EHCP for Communication and Interaction		*	A I T R
A working knowledge and experience of using strategies to secure good progression in learning for children with communication and interaction needs		*	A I T R
Experience of working with assessment schemes such as B-Squared to highlight fine gaps in pupils' learning		*	A I T R

Experience of team-teach strategies for de-escalation		*	A I D
Experience as SENDCO		*	A I R
An ability to co-ordinate an area of the National Curriculum		*	A I R
A secure knowledge of how to deliver a complete systematic synthetic phonics programme (SSP).	*		A I
A secure knowledge and competence in ICT	*		A I T R
Knowledge and experience of writing IEP / pupil passports to support pupils with SEND	*		A I T R
Commitment to the personal welfare and safeguarding of children	*		A I R
Knowledge of local and national policies, priorities and statutory frameworks		*	A I
Demonstrates a professional approach to presentation and conduct	*		A I R
Demonstrates a willingness to undertake further Professional Development	*		A I R

<b>TEACHING AND CLASS MANAGEMENT</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence Source</b>
Ability to use a variety of creative and innovative teaching and learning strategies	*		A I T R
A flair and a passion for teaching children with SEND	*		A I T R
Ability to motivate pupils at all levels	*		A I T R
Understanding of clear planning and preparation	*		A I T R
Demonstrates high expectations for all pupils	*		A I T R
Willingness to support school enrichment activities	*		A I T R
Experience of working with other professionals in the classroom	*		A I T R
Effective management and organisation of resources in the classroom	*		A I T R
Ability to evaluate own standards of teaching and learning in the classroom	*		A I T R

<b>PERSONAL SKILLS AND ABILITIES</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence Source</b>
Ability to work as part of a team and to establish successful relationships at all levels	*		A I T R
Effective communication skills	*		A I T R
Effective interpersonal skills	*		A I T R
Demonstrates a willingness to share ideas and to learn from others	*		A I T R
Demonstrates stamina and resilience	*		A I T R
Demonstrates confidence	*		A I T R
Demonstrates adaptability to changing circumstances and new ideas	*		A I T R
Demonstrates motivation and commitment	*		A I T R
Shows concern for individual needs	*		A I T R

<b>OTHER ESSENTIAL REQUIREMENTS</b>	<b>Evidence Source</b>
Letters should be clear and concise (no more than two sides of A4)	A
Underpinned by an overall philosophy for Catholic Education	A
Should address the criteria identified in the person specification	A

<b>CONFIDENTIAL REFERENCES</b>	<b>Evidence Source</b>
Two written references	R
Professional Reference should confirm the professional and personal knowledge, skills and abilities referred to above	R
In the case of Catholic Applicants, one reference should be from the priest where applicant worships regularly and should be able to support the candidate's ability to support the education of children in a Catholic school.	R
Positive recommendation from current employer (if applicable)	R