



The Flourish Federation

Special Educational Needs & Disability Coordinator (SENDCo)

Person Specification

The successful candidate will demonstrate the knowledge, skills, experience and personal qualities required to provide effective strategic and operational leadership of SEND provision across the Federation.

Essential Desirable

Qualifications & Professional Development		
Qualified Teacher Status (QTS) or recognised teaching qualification	✓	
Relevant SENDCo qualification or evidence of working towards the required SENDCo qualification, where applicable	✓	
Evidence of ongoing professional development in SEND	✓	
Relevant additional qualifications or training relating to SEND, inclusion, safeguarding or leadership		✓
Professional Knowledge & Understanding		
Strong knowledge and understanding of the SEND Code of Practice and current statutory requirements relating to SEND	✓	
Knowledge and understanding of relevant legislation, including the Equality Act 2010 and safeguarding requirements	✓	
Understanding of the graduated approach to identifying, assessing and supporting pupils with SEND	✓	
Knowledge of effective teaching, learning and intervention strategies for pupils with a range of additional needs	✓	
Understanding of Education, Health and Care Plans (EHCPs), including the assessment, review and implementation process	✓	
Understanding of effective provision mapping, SEND record keeping and monitoring systems	✓	
Knowledge of local SEND services, the Local Offer and relevant external agencies	✓	



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Understanding of how to use assessment and other data to identify needs, monitor progress and evaluate provision	✓	
Understanding of inclusive practice and strategies for removing barriers to learning and participation	✓	
Awareness of current national and local developments in SEND		✓
Experience		
Successful teaching experience in a primary school setting	✓	
Experience of identifying and supporting pupils with SEND	✓	
Experience of coordinating provision for pupils with SEND	✓	
Experience of working collaboratively with parents/carers and external professionals	✓	
Experience of contributing to or coordinating EHCP assessments and annual reviews	✓	
Experience of analysing assessment data and using this to inform provision and improve outcomes	✓	
Experience of planning, implementing and evaluating interventions for pupils with SEND	✓	
Experience of supporting staff to develop their understanding and practice in relation to SEND	✓	
Experience of leading staff training or professional development	✓	
Experience of managing or deploying teaching assistants and other support staff		✓
Experience of contributing to school improvement and self-evaluation		✓
Experience of working with pupils who are looked after and/or have additional safeguarding or pastoral needs		✓
Leadership & Management Skills		



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Ability to provide effective strategic and operational leadership of SEND provision	✓	
Ability to establish clear systems for identifying, assessing, monitoring and reviewing pupils with SEND	✓	
Ability to evaluate the effectiveness of SEND provision and identify areas for improvement	✓	
Ability to use resources and funding effectively to support positive outcomes for pupils	✓	
Ability to lead and manage staff effectively, including teaching assistants and learning mentors	✓	
Ability to identify staff development needs and provide appropriate training, guidance and support	✓	
Ability to contribute effectively to school improvement planning and whole-school development	✓	
Ability to work collaboratively with senior leaders, governors and colleagues across the school	✓	
Ability to manage competing priorities and meet statutory deadlines	✓	
Communication & Interpersonal Skills		
Excellent written and verbal communication skills	✓	
Ability to communicate sensitively and effectively with parents and carers	✓	
Ability to build positive, professional relationships with pupils, colleagues and external agencies	✓	
Ability to provide clear, constructive advice and professional challenge to colleagues	✓	
Ability to work effectively as part of a multidisciplinary team	✓	
Ability to handle sensitive and confidential information appropriately	✓	



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Ability to advocate effectively for pupils while maintaining positive working relationships	✓	
Personal Qualities		
A strong commitment to inclusion, equality and improving outcomes for pupils with SEND	✓	
High expectations for all pupils, with a commitment to removing barriers to achievement	✓	
Approachable, supportive and empathetic manner	✓	
Resilient and able to work effectively under pressure	✓	
Well organised, systematic and able to manage a varied workload	✓	
Reflective and committed to continuous professional improvement	✓	
Solution-focused approach to identifying and addressing challenges	✓	
Able to demonstrate sound professional judgement and make informed decisions	✓	
Committed to collaborative working and developing the capacity of others	✓	
Committed to safeguarding and promoting the welfare of children and young people	✓	
Demonstrates integrity, professionalism and confidentiality at all times	✓	

Safeguarding and Statutory Requirements

The successful candidate will:

- Demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people.
- Have an understanding of the federation's safeguarding responsibilities and relevant statutory guidance.
- Be willing to undertake appropriate safeguarding and other statutory training.



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- Comply with the federations policies relating to safeguarding, equality, data protection, health and safety and confidentiality.
- Be subject to the appropriate pre-employment and safeguarding checks in accordance with statutory requirements.

Key Attributes

The successful candidate will be an inclusive, reflective and effective leader who is committed to ensuring that pupils with SEND receive high-quality provision and are fully included in school life.

They will combine strong professional knowledge with excellent interpersonal skills, enabling them to work effectively with pupils, families, staff, governors and external professionals. They will have the confidence to provide appropriate support and challenge, while maintaining a collaborative and solution-focused approach.

The successful candidate will demonstrate high expectations, sound professional judgement, strong organisational skills and a commitment to continuous improvement, ensuring that SEND provision is effective, well-coordinated and focused on positive outcomes for every pupil.