



SENDCo - Person Specification

Contract: Part time, Permanent

Salary: Main Pay Scale (MPS)

Qualifications and training

- Qualified teacher status (QTS)
- Evidence of recent and relevant CPD in SEND (desirable)
- National Award for SEN Co-ordination (or willingness to work towards)

Experience

- Successful teaching experience, including supporting pupils with SEND
- Experience of working collaboratively with colleagues, parents, and external agencies
- Experience in managing and leading SEND processes, such as EHCP applications

Skills and knowledge

- Strong knowledge of SEND legislation, guidance, and best practice
- In-depth understanding of the EHCP application process and statutory requirements
- Ability to work to deadlines and prioritise competing demands
- Creative approach to problem-solving and supporting children's needs
- Excellent communication, interpersonal, and organisational skills
- Ability to manage sensitive and confidential information

Personal qualities

- Passionate about inclusion and meeting the needs of all children
- High expectations for all pupils and belief in their potential
- Strong people and time management skills
- Resilient, flexible, and committed to continuous improvement
- Commitment to upholding the Catholic ethos and values of the school

How to apply

For more details or to arrange a visit, please contact the school office, via email office@stpeterseg.co.uk or via telephone 01342 321985. We warmly welcome applications from all qualified candidates.

Safeguarding

St Peter's Catholic Primary School, East Grinstead, is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory completion of safeguarding checks.