



Employee Specification Form

Post Number	DAWPOOL CE AIDED PRIMARY SCHOOL
Job Title	SENCo & Inclusion Manager
Department	Education
Prepared by and date	Head Teacher – July 2022

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications <ul style="list-style-type: none"> Undergraduate degree, or recognised equivalent. Qualified Teacher Status (QTS). National Award for Special Educational Needs Coordination (NASENCo) or the willingness to work towards this qualification within the first three years of taking up the post (fully funded by the school). 	A A A/int	<ul style="list-style-type: none"> Postgraduate qualification. Evidence of wider professional development and accreditation in the field of SEN & Inclusion. 	A/int A/int
Experience <ul style="list-style-type: none"> Experience of teaching EYFS, KS1 and KS2 in a primary school. Experience of teaching and supporting pupils with SEN. Relevant previous experience as a SENCo. Experience of working closely with other schools and SENCOs. Experience of leading change and driving improvement at a whole-school level. Experience of leading CPD for staff. 	A/int A/int A/int A/int A/int A/int	<ul style="list-style-type: none"> Experience of auditing SEN provision. Experience of supporting other schools with SEN & Inclusion. Experience of working with governors. 	A/int A/int A/int
Knowledge and skills <ul style="list-style-type: none"> A thorough knowledge of the SEN Code of Practice, equal opportunities and disability discrimination legislation. Knowledge of the common barriers to learning and effective strategies for overcoming them. Knowledge of SEN systems and processes in Wirral and experience of using them. Close links with SEN agencies, professionals and networks. A passion for high quality inclusive teaching and learning. Excellent inter-personal and communication skills. Able to build strong, trusting and empathic relationships with pupils, families and staff. Knowledge of the current Ofsted Inspection Framework (EIF) and experience of leading SEN / Inclusion during an inspection. 	A/int A/int A/int A/int A/int A/int A/int	<ul style="list-style-type: none"> A good knowledge of the Equality Act and experience of implementing it in an educational context: <ul style="list-style-type: none"> valuing diversity, tackling discrimination, promoting equality, fostering good relationships between people, tackling issues of disadvantage, underachievement of different groups. A good understanding of the EEF Guidance Report '<i>Special Educational Needs in Mainstream Schools.</i>' (October 2021). 	A/int A/int
Special Requirements: <ul style="list-style-type: none"> Commitment to working in Church of England education. An ability to articulate Dawpool's Christian vision and values, working alongside all stakeholders to ensure that all pupils are able to benefit from and enjoy 'the abundant life that Jesus offers'. Good understanding of the school's Christian values and ethos. Enhanced disclosure from the Disclosure and Barring Service (DBS). 	A/int A/int	<ul style="list-style-type: none"> Experience of working in a Church of England school. Knowledge of the SIAMS inspection framework and experience of leading SEN & Inclusion within the context of a SIAMS inspection. Knowledge of the Church of England's Vision for Education. 	A/int

Employee Specification Form – Guidance for Applicants

These guidance notes should be studied carefully before completing the Job Application Form (M05).

What is the purpose of an Employee Specification Form?

The Employee Specification Form lists the personal attributes required to fulfil the duties listed in the Job Description (M03).

What are personal attributes?

The personal attributes are the qualifications, experience, knowledge and skills and any special requirements that are required to be able to fulfil the duties of the post.

They are set at a level appropriate to the work to be done and *not* higher than necessary; stated clearly and specifically; and entirely job related.

What are essential personal attributes?

These are the personal attributes without which a person would simply be unable to do the job.

Examples could be the possession of a current driving licence or a relevant qualification.

Any applicant who does not meet all of the essential requirements will not be shortlisted (unless the stage identified is not at application).

*Any Disabled applicant who meets all of the essential requirements **must** be shortlisted for interview.*

What are desirable attributes?

These are the personal attributes which are desirable, but not essential.

Examples for certain jobs could be local government experience or knowledge of new technology.

A candidate will not be rejected for failing to meet any single desirable requirement.

What are the Stages Identified?

These are the stages in the selection process that the personal attribute is to be identified, eg application form, interview, tests, references, etc.

How should I use the Employee Specification when completing my Job Application Form?

You should refer to the personal attributes listed on the Employee Specification Form and use them to state clearly how you meet each of them on Section A4 of the Job Application Form (M05). You should start with the essential requirements and then the desirable requirements. You should also demonstrate how you meet them (give examples).

Failure to state how you meet an essential requirement (if identified as Application stage) will result in you not being shortlisted for interview/the next stage.