

Person Specification

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Job Title	Early Years Area SENCo
Grade	POI
Service/Section	Inclusion, Learning and Achievement
Directorate	Children's Services

Method of Assessment: AF= Application Form, T = Test, P = Presentation, I = Interview

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Method of Assessment	Essential/Desirable
Knowledge		
NVQ Level 3 or equivalent in Early Years Care and Education or equivalent	AF	E
Knowledge of Children and Families Act 2014 in relation to children and young people with SEND and the Code of Practice 2014.	AF/I	D
Knowledge and understanding of safeguarding children's procedures and responsibilities	AF/I	E
Skills and Abilities		
Ability to understand the differing pressures on a range of Early Education and Care settings, including those within the Private, Voluntary and Independent Sector, and to support them in moving toward being more inclusive for all users	AF/I	E
Ability to observe children and review other information to successfully differentiate activities which enable children particularly those with complex needs to access the early years foundation curriculum and make progress	AF/I/T	E
Ability to manage time and workload independently and communicate effectively in person and in writing.	AF/I/T	E
Ability to deliver training through the service's Special Needs Training programme and travel around the borough to deliver training and support to allocated settings and children.	AF/I/P	D
Commitment to the principle of including children with SEND in a mainstream setting and within a framework that actively seeks to promote equality of opportunity, whilst working collaboratively with families and a range of		

other professionals, participating in group discussions, and where appropriate, to take a lead role.	AF/I	D
Experience		
Experience working in a mainstream early education setting which delivers the foundation curriculum to two, three- and four-year-olds and the ability to relate this to an understanding of children with complex special needs.	AF/I	D
Experience of working on urban and racially diverse settings	AF/I	D
Equal Opportunities		
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	AF/I	E
Managers/Supervisors only		
(see management standards guidance for full descriptions) • Leadership levels I, II or III • Communication levels I, II or III • Performance Management levels I, II or III		