



The Ribblesdale Federation of Schools

Person Specification

The applicant will be required to safeguard and promote the welfare of children and young people and be faithful to the trust deed.

Note: Candidates failing to meet any of the essential criteria will automatically be excluded.

Job title: SENCO/Inclusion Leader	Main Pay Scale M1-M6 (SEND allowance)		
Establishment: The Ribblesdale Federation of Schools			
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (A), interview (I), reference (R).)	

Qualifications, Experience and Professional Development.

Qualified teacher status	E	A
National Award for SEND Co-ordination	E	A
Completion of Senior Mental Health Lead Training	D	
Completion of training within trauma informed practice	D	A
Teaching experience: A minimum of 4 years	E	A
Experience of conducting training/leading INSET	D	A
Experience of working at a whole-school level	E	A I R
Involvement in self-evaluation and development planning	D	A I R
Experience of working with and alongside external agencies	E	A I
Experience of supporting the appraisal process	D	A I
Experience of being a DDSL	D	A I
Experience of policy development, implementation of policy and developing a whole school pupil premium strategy	D	A I
Experience of leadership and management	D	A I

Professional Knowledge & Skills / Personal Attributes

Sound knowledge of SEND Law and the SEND Code of Practice	E	A I R
Understanding of what makes 'quality first' teaching, and of effective intervention strategies	E	A I R
Ability to plan and evaluate interventions	E	A I R
Data analysis skills, and the ability to use data to inform provision planning	E	A I R
Effective communication and interpersonal skills	E	A I R
Ability to build effective working relationships	E	A I R
Ability to influence and negotiate	E	A I R
Good record-keeping skills	E	A I R
Commitment to getting the best outcomes for pupils and promoting the ethos	E	A I R

and values of the school		
Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability	E	A I R
Ability to work under pressure and prioritise effectively	E	A I R
Commitment to maintaining confidentiality at all times	E	A I R
Commitment to safeguarding and equality	E	A I R
Organised	E	A I R
Able to work well as part of a team	E	A I R

Other (including special requirements)

Commitment to safeguarding and protecting the welfare of children and young people	E	A I R
Commitment to equality and diversity	E	A I R
Commitment to health and safety	E	A I R
Commitment to regular attendance at work	E	A I R

Prepared by : **Mrs Catherine Maddocks** Date : June 2025

Note: **We will always consider your references before confirming a job offer in writing.**