



Job Specification

Post of Special Educational Needs Coordinator (SENCo)/Learning Support Coordinator and Member of the Core Leadership Team

Full Time Permanent from September 2025

(Four Management Allowances)

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>The criteria that will be applied at shortlisting is as follows:</p> <p>Applicants must at the closing date for receipt of completed applications:</p> <ul style="list-style-type: none"> • Hold a teaching qualification which meets the requirements for recognition to teach in grant-aided schools in Northern Ireland; and • Hold a degree or teaching qualification which has prepared the applicant to teach children with special educational needs in a post-primary school. 	<p>Preference may be given to those applicants who:</p> <ul style="list-style-type: none"> • Hold an Honours Degree (minimum 2:2) or equivalent or higher. • Hold a Certificate of Competence in Educational Testing.
EXPERIENCE	<p>The criteria that will be applied at shortlisting is as follows (please note that experience must be accrued by the closing date for receipt of completed applications):</p> <ul style="list-style-type: none"> • A minimum of three years paid teaching experience in a post primary setting supporting children with Special Educational Needs. • Knowledge of Northern Ireland post-primary Curriculum. • Display an understanding of post primary school students and their needs. 	<ul style="list-style-type: none"> • Demonstrable professional qualifications to support the delivery of the role of SENCo / Learning Support Co-ordinator. <p>(Please note that experience must be accrued by the closing date for receipt of completed applications)</p>

	<ul style="list-style-type: none"> • Knowledge of Child Protection issues for post primary aged students. 	
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of support mechanisms available through the Education Authority including SEND, Educational Psychology, Literacy Service and Medical Needs. • Knowledge of the roles and responsibilities involved in the preparation, implementation and review of Personalised Learning Plans. 	
SKILLS	<ul style="list-style-type: none"> • Effective teaching and classroom management skills to inspire and challenge pupils to raise achievement. • Proven ability to provide a supportive, inclusive learning environment. • Ability to work collaboratively to promote positive relationships with pupils, colleagues, parents and the wider community. • Ability to make sound judgements and manage sensitive situations, achieving a positive outcome for all parties. • Ability to think, plan and act strategically. • Communication skills. • Organisational skills. • Interpersonal skills. • ICT skills. 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Commitment to the ethos of integrated education. • Enthusiasm for, and commitment to, learning and teaching; 	

	<ul style="list-style-type: none"> • A caring, child-centred approach; • Flexible, enthusiastic and sensitive; • Ability to work as a member of a team; • Confidentiality; • Ability to use initiative; • Ability to deal appropriately with students and parents; • Committed to raising students' achievement; • Ability to motivate self and others. 	
OTHER REQUIREMENTS	Willingness to organise and participate in extra-curricular activities.	

The Board of Governors reserve the right to enhance the criteria if necessary in order to facilitate a manageable shortlist.

Applicants must be registered with the General Teaching Council for Northern Ireland (GTCNI) upon taking up employment.

Application forms and associated documents may be downloaded from the College's website www.strangfordintegratedcollege.net

DISCLOSURE OF CRIMINAL BACKGROUND

If you have been appointed for a post that involves 'regulated activity' under the Safeguarding Vulnerable Groups (NI) Order 2007, the Education Authority will be required to undertake an Enhanced Disclosure of Criminal Background. **Please note that you WILL be expected to meet the cost of an Enhanced Disclosure Certificate, which is currently £32. Details of how to make payment will be sent to you at the pre-employment stage.**

Further details in relation to legislative requirements can be accessed on www.nidirect.gov.uk/vetting or www.dojni.gov.uk/accessni

REFERENCES

This appointment will be subject to satisfactory references being received. One reference should be from a person who is able to comment on your suitability to work with children/young people in an educational setting. The College will seek references from present/previous employers for posts involving 'regulated activity'.

It is essential that you fully describe in the application form how you meet the criteria sought. Please provide detailed information against each requirement, providing dates and ensuring that where requirements are time bounded (e.g. 1 year within the last 5 years) you provide detail and dates that fully satisfy the requirement. It is not appropriate to simply list the various posts that you have held. Assumptions will not be made from the title of your post.

Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007

Canvassing will disqualify

LATE APPLICATION FORMS WILL NOT BE ACCEPTED

Please complete and return your application form and Equal Opportunities Questionnaire by post/hand delivering to the College Office, Strangford Integrated College, Abbey Road, Carrowdore, BT22 2GB or by email to jpierpoint232@c2kni.net no later than 3.30pm on Wednesday 30th April 2025.