

Person Specification

Job Title: **SEND Operations & LINC Team Manager**
 Grade/Salary: **SO1**
 Hours: **36 hours per week, Term Time (40 weeks per annum)**

EDUCATION AND QUALIFICATIONS

		Evident in Application	Evident at Interview
<i>Essential</i>			
1.	A recognised degree or equivalent higher education qualification.	✓	
2.	Evidence of recent, relevant professional development or Continuing Professional Development (CPD).	✓	
<i>Desirable</i>			
3.	SEND-specific qualification or Higher Level Teaching Assistant (HLTA) status.	✓	
4.	Specialised qualifications supporting the planning or leadership of structured intervention programmes.	✓	

EXPERIENCE

<i>Essential</i>			
5.	Experience working within a successful SEND or Inclusion department in a school setting.	✓	✓
6.	Practical experience managing, scheduling, or coordinating the day-to-day deployment of staff.	✓	✓
7.	Proven track record of executing successful intervention programmes and utilising student baseline, entry, and exit data.	✓	
<i>Desirable</i>			
8.	Previous school-based managerial, team leader, or supervisory experience.		✓
9.	Experience working sensitively, securely, and collaboratively with the parent community, external support agencies, and local authorities.	✓	✓

KNOWLEDGE AND UNDERSTANDING

<i>Essential</i>			
10.	Strong working knowledge and awareness of the SEN Code of Practice and statutory requirements.	✓	✓
11.	Solid understanding of National Curriculum frameworks, tracking, and assessment tools across Key Stages 3 and 4.	✓	✓
12.	Clear understanding of planning, executing, monitoring, and evaluating targeted student interventions.	✓	
<i>Desirable</i>			
13.	Familiarity with DfE regulations and the statutory processes governing EHCPs and Annual Reviews.	✓	✓
14.	An understanding of strategic target setting, action planning, and departmental budget tracking/resource optimisation.	✓	✓

SKILLS AND ABILITIES

<i>Essential</i>			
15.	Ability to lead, deploy, manage, and motivate a team of Teaching Assistants.	✓	✓
16.	Excellent written and verbal communication skills for compiling profiles, reports, and clear, comprehensive student records.	✓	✓
17.	High-level organisational and administrative skills to manage complex staff timetables and departmental resources.	✓	
18.	Strong IT literacy to manage data, track assessments, and maintain digital frameworks.	✓	
<i>Desirable</i>			
19.	Ability to identify individual staff strengths, recognise training needs, and deliver or facilitate internal CPD workshops.		✓
20.	Strong classroom management and instructional skills to lead learning for individual students and small groups effectively.	✓	✓
21.	Innovative and creative approach to evaluating existing materials and purchasing equipment.	✓	✓

PERSONAL

<i>Essential</i>			
22.	High levels of resilience, energy, drive, and enthusiasm under professional pressure.		✓
23.	Deep commitment to raising student achievement and supporting inclusive school values.	✓	
24.	Proven ability to work collaboratively, flexibly, and maintain professional integrity within a dynamic team setting.	✓	✓
<i>Desirable</i>			
25.	A good sense of humour and a balanced, calm professional perspective.		✓
26.	A strong proactive interest in developing professionally.	✓	✓

Assessment Methods

Candidates will be thoroughly evaluated against the criteria outlined above through the following stages:

- The Application Form & Supporting Statement: Used to evaluate baseline education qualifications, essential experience, core knowledge, and initial written communication standard.
- Formal Selection Process & Interview: Used to assess team leadership potential, situational judgment, technical execution of the SEN Code of Practice, and key personal attributes under pressure.

June 2026

Signed:

Date: