



Person Specification: AHT Inclusion (SEND/CO)

LD6 - LD10

Person Specification – Assistant Headteacher Inclusion (SENDCo)

Qualifications

Criteria	Essential	Desirable	Assessment
Qualified Teacher Status (QTS)	✓		Application
Degree or equivalent	✓		Application
National Award for SEN Coordination (NASENCo) or willingness to complete	✓		Application
Relevant leadership qualification (e.g. NPQSL/NPQH)		✓	Application / Interview
Evidence of sustained professional development in SEND/inclusion	✓		Application

Experience

Criteria	Essential	Desirable	Assessment
Successful teaching experience with evidence of strong pupil outcomes	✓		Application / Interview
Experience of leading SEND/inclusion across a school		✓	Application / Interview
Experience of school self-evaluation and improvement planning	✓		Application / Interview
Experience of analysing data to inform provision and improve outcomes	✓		Application / Interview
Experience of leading and delivering CPD/INSET	✓		Application / Interview
Experience of multi-agency working (e.g. LA, EPs, health)	✓		Application / Interview
Experience of line management and staff development	✓		Application / Interview
Experience of leading provision for a range of needs (SEND, SEMH, EAL, CLA)		✓	Application / Interview
Experience of leading or working within specialist provision/resource bases		✓	Application / Interview
Experience at senior leadership level		✓	Application / Interview

Knowledge and Understanding

Criteria	Essential	Desirable	Assessment
Thorough knowledge of the SEND Code of Practice	✓		Application / Interview
Strong understanding of inclusive curriculum design and adaptive teaching	✓		Interview
Knowledge of statutory processes (EHCPs, annual reviews, safeguarding duties)	✓		Interview
Understanding of effective intervention and provision mapping	✓		Interview
Knowledge of data analysis and progress tracking for vulnerable groups	✓		Interview
Understanding of barriers to learning and strategies to overcome disadvantage	✓		Interview
Awareness of current national and local SEND/inclusion priorities		✓	Interview
Understanding of Ofsted framework, particularly SEND and inclusion	✓		Interview

Leadership and Professional Skills

Criteria	Essential	Desirable	Assessment
Ability to develop and articulate a clear strategic vision for inclusion	✓		Interview
Strong leadership and management skills, including holding others to account	✓		Interview
Ability to drive improvement in teaching and learning	✓		Interview
Excellent data analysis skills and ability to translate into action	✓		Task / Interview
Ability to lead change and embed whole-school improvement	✓		Interview
Skilled in coaching, mentoring and developing staff	✓		Interview
Ability to deploy staff and resources effectively	✓		Interview
Strong organisational and operational leadership skills	✓		Interview
Ability to contribute to whole-school and Trust-wide strategy	✓		Interview

Communication and Partnership Working

Criteria	Essential	Desirable	Assessment
Excellent interpersonal and communication skills	✓		Interview
Ability to build strong relationships with staff, pupils and families	✓		Interview
Experience of working collaboratively with external agencies	✓		Interview
Ability to influence and negotiate effectively at all levels	✓		Interview
Commitment to co-production with parents and carers	✓		Interview
Ability to contribute to Trust-wide collaboration and partnerships	✓		Interview

Personal Qualities and Values

Criteria	Essential	Desirable	Assessment
Strong commitment to inclusion, equality and high expectations for all pupils	✓		Interview
Passion for improving outcomes for vulnerable and disadvantaged learners	✓		Interview
Resilience, determination and ability to work under pressure	✓		Interview
Reflective practitioner committed to continuous improvement	✓		Interview
Highly organised with excellent attention to detail	✓		Interview
Ability to work collaboratively and contribute to a team culture	✓		Interview
Commitment to safeguarding and promoting the welfare of children	✓		Application / Interview
Alignment with Trust values (optimism, integrity, collaboration, inclusion)	✓		Interview



Safeguarding and Compliance

Criteria	Essential	Desirable	Assessment
Clear understanding of safeguarding responsibilities and statutory duties	✓		Interview
Commitment to equality, diversity and inclusion	✓		Interview
Willingness to undertake enhanced DBS and safer recruitment checks	✓		Application