



## PERSON SPECIFICATION – ASSISTANT HEADTEACHER SEND

	CRITERIA	Essential/Desirable	Where assessed
	<b>Qualifications and Education</b>		
1	Educated to degree level	E	A/C
2	Qualified Teacher Status (QTS)	E	A/C
3	National Award for Special Educational Needs Coordinator/NPQ for SENCOs	E	A/C
	<b>Experience and Knowledge</b>		
4	Knowledge and understanding of the SEND Code of Practice	E	A, I, R
5	Awareness of current best practice in SEND and the ability to demonstrate this to others	E	A, I, R
6	Experience of working as a SENDCO in an education environment	E	A, I, R
7	Experience of leading staff successfully, including holding staff to account	D	A, I, R
8	Experience of working as part of a senior leadership team	D	A, I, R
9	Experience of identifying, monitoring, evaluating and providing effective strategies for students with SEND	E	A, I, R
10	Evidence of excellent classroom practice	E	A, I, R
11	Experience of working in partnership with parents and other stakeholders	E	A, I, R
12	Ability to develop strategies for raising the achievement of students with SEND	E	A, I, R
13	Ability to analyse data to track and monitor student learning and achievement	E	A, I, R
	<b>Skills</b>		
14	Ability to motivate and engage staff and students	E	A, I, R
15	Excellent communication skills and the ability to develop strong professional relationships	E	A, I, R
16	Ability to organise work, prioritise tasks, make decision and manage time effectively	E	A, I, R
17	Able to delegate effectively and manage the performance of others	E	A, I, R
	<b>Personal Attributes</b>		
18	A commitment to safeguarding and promoting the welfare of children and young people	E	A, I, R
19	Flexible and able to use own initiative	E	A, I, R
20	Able to secure the trust and confidence of staff, Governors, and external organisations	E	A, I, R
21	Personal integrity and a commitment to fairness and equality	E	A, I, R
22	Demonstrable leadership qualities and the ability to gain confidence and professional respect from team members	E	A, I, R

### Key: Where Assessed

A – Application Form

C – Certificates

I – Interview

R - References

Please set out how you meet the essential and if appropriate desirable criteria in your application form. The person specification will be used to shortlist candidates for interview.