

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>Qualified teacher status</li> <li>Degree</li> <li>Professional development in preparation for a leadership role</li> <li>National Award for SEN Coordination</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Successful previous teaching experience</li> <li>Experience of working at a whole school level</li> <li>Successful previous SENDCO experience</li> <li>Line-management experience</li> <li>Demonstrable experience of successful line management and staff development</li> </ul>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>Excellent communicator</li> <li>Professional and approachable</li> <li>Ability to problem solve as part of a team or working alone</li> <li>Solution focused and proactive when faced with challenges</li> <li>Confident on following through on tasks and resolving enquiries</li> <li>Reflective practice</li> <li>Positive 'can do' attitude with the ability to influence others</li> <li>Demonstrates resilience</li> <li>Can work collaboratively with others developing positive working relationships</li> <li>Demonstrates resilience</li> </ul>

## Job Description and Person Specification

<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Effective verbal communication and interpersonal skills</li><li>• Excellent written communication skills</li><li>• Sound knowledge of the SEN Code of Practice</li><li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li><li>• Secure understanding of effective interventions</li><li>• Knowledge of the National Curriculum and Early Years Framework</li><li>• Knowledge of effective teaching and learning strategies</li><li>• Knowledge of effective behaviour and classroom management strategies</li><li>• Ability to adapt teaching and the environment to meet the needs of all children</li><li>• Ability to lead, influence and negotiate</li><li>• Excellent planning and organisational skills</li><li>• Strong record keeping skills</li><li>• High degree of attention to detail</li><li>• Effective ICT skills, particularly ICT to support learning for all children</li><li>• Experience of using school IT systems, e.g. Scholar Pack and CPOMs to input and analyse data</li><li>• Ability to chair meetings, maintaining a focus on agenda items, and summarising actions holding others to account</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Demonstrate an understanding of the Flying High Partnership vision and values and how they will/do align themselves</li><li>• A commitment to getting the best outcomes for all children and promoting the ethos and values of the school</li><li>• Ability to work under pressure and prioritise effectively to meet deadlines</li><li>• Commitment to own continued professional learning</li><li>• Commitment to always maintaining confidentiality</li><li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position</li></ul>