

**Person Specification:****Langley School**

This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

**All candidates are obliged to disclose in their application details of convictions, cautions and any previous concerns raised in relation to Safeguarding issues. The school will assess such evidence and determine whether this presents an acceptable risk to safeguarding. If this presents an unacceptable risk then this will be a contra-indicator and the applicant will not be shortlisted.**

<b>Post Title</b>	<b>Assistant Head of SEND Department</b>		
<b>School</b>	Langley School		
<b>Salary Band/Range</b>	MPS / UPS + TLR 2b + SEN allowance to reflect experience and qualifications		
<b>Responsible for:</b>	KS3 / KS4 students and department personnel		

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Subject related degree qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further studies / qualifications in SEND education</li> </ul>	Application form + qualification certificates
SKILLS AND ABILITIES	<ul style="list-style-type: none"> <li>• Able to communicate effectively with a range of audiences</li> <li>• An excellent classroom practitioner</li> <li>• Able to organise and prioritise effectively in order to meet deadlines</li> <li>• Able to provide and enthuse learners, colleagues, parents and carers with timely, accurate,</li> </ul>	<p>Proven ability to manage resources efficiently</p> <p>Demonstrable ability to organise whole year / school events</p> <p>Experience of responding to consultations from the LA</p> <p>Experience of leading EHCP reviews</p> <p>Experience of arranging Alternative Provision where</p>	Application form, lesson observation, interview and references

	<p>constructive and aspirational feedback on learners' attainment, progress and areas for development.</p> <ul style="list-style-type: none"> <li>• High expectation of self and others</li> <li>• Able to display both empathy and emotional resilience and work calmly to support students, parents and peers as necessary</li> </ul>	required and appropriate	
EXPERIENCE	<ul style="list-style-type: none"> <li>• Experience of teaching subject to a range of abilities in a secondary school</li> <li>• Evidence of success at KS3 and GCSE levels</li> <li>• Experience of raising achievement through support and intervention</li> <li>• Evidence of recent, relevant CPD</li> <li>• Experience of contributing to School Improvement Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of successful team leadership or management experience</li> <li>• Some departmental budget management experience</li> <li>• Experience of leading departmental target setting</li> <li>• Experience of using data to recommend or implement intervention</li> </ul>	Application form, lesson observation at interview and references
KNOWLEDGE	<ul style="list-style-type: none"> <li>• Excellent SEND knowledge</li> <li>• Knowledge of a wide range of current educational theories of SEND</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with relevant SEND legal requirements</li> </ul>	Application form, lesson observation, interview and references

	<ul style="list-style-type: none"> <li>• Awareness of the importance of maintaining assessment and recording procedures</li> <li>• Knowledge of the use of data for raising achievement eg SATS/ CATS, in particular in relation to vulnerable groups eg pupil premium students</li> <li>• Familiarity with current government agenda/ intervention</li> <li>• Have a creative and constructively critical approach towards innovation; being prepared to adapt their practice where benefits and improvements are identified.</li> </ul>		
OTHER REQUIREMENTS	<ul style="list-style-type: none"> <li>• A commitment to collaboration and co-operative working where appropriate</li> <li>• Able to demonstrate the positive values, attitudes and behaviour they expect from</li> </ul>	<ul style="list-style-type: none"> <li>• An enthusiasm for involvement with pupils, staff, governors and the community</li> </ul>	Application form, interview and references

	<p>children and young people.</p> <ul style="list-style-type: none"> <li>• A commitment to safeguarding and promoting the welfare of children</li> <li>• Able to work flexibly and attend meetings outside core school hours, as required</li> </ul>		
COMPILED BY:		Langley School CTH/ HCL	Date: November 2021