



Brackenhill Primary School Personnel Specification Assistant Headteacher with responsibility for SEND

Factor	Essential	Desirable	Means of Assessment
1. SKILLS, KNOWLEDGE AND APTITUDE	<ul style="list-style-type: none"> • The ability to lead, organise and motivate a team • The ability to manage behaviour effectively and to work with pupils, their families and other professionals • A commitment to curriculum development and enrichment • The ability to implement assessment for learning • Evidence of involvement of assessment, targeting, recording and reporting • Effective time management / organisational skills to enable planning, prioritising and work to deadlines • The ability to analyse to reach best possible outcomes • Excellent written, oral skills • Aware of educational developments • Ability to coach and mentor • An ability to use ICT effectively both to support children's learning and to communicate and evaluate data 	<ul style="list-style-type: none"> • Experience of school self-review, school improvement planning and evaluation • Have delivered INSETs and working alongside and supporting colleagues • Have knowledge and understanding of inclusion in order to enable pupils with special education needs, including gifted and talented pupils to access the curriculum and meet their potential 	Application Form, Interview and References.
2. QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • QTS • Degree level qualification or equivalent. 	<ul style="list-style-type: none"> • NASENCO qualification or NPQ for SENDCO (or willingness to undertake) • Further relevant professional/academic study (e.g., Masters, NPQs). 	Application Form
3. EXPERIENCE	<ul style="list-style-type: none"> • Significant teaching experience within the primary age range (3-11 years) demonstrating a clear philosophy of primary education. • An excellent classroom practitioner with the ability to demonstrate outstanding primary practice and act as a role model for colleagues. • Experience of monitoring, evaluating and developing the quality of learning and teaching 	<ul style="list-style-type: none"> • Qualified teacher with significant teaching experience • Leadership experience at middle management level • Experience in teaching and or administering end of Key Stage National assessments. 	Application Form, Interview and References.

	<ul style="list-style-type: none"> • Proven track record of effective teaching in a chosen Key Stage • Proven experience of successful leadership and management resulting in staff development • Knowledge of the curriculum • The experience and ability to deal positively with children and parents • An up to date knowledge of child protection procedures and commitment to safeguarding pupils 		
<p>4. DISPOSITION</p>	<ul style="list-style-type: none"> • The ability to think strategically • The ability and motivation to constantly improve own practice and knowledge through self evaluation and learning from others • The ability to support colleagues • The ability to be flexible and positive • To be loyal and committed to the school and model our ethos • An ability to establish and develop positive relationships throughout school • To have a sense of humour and ability to keep things in perspective. • To be a team player • Be resilient, especially if under pressure • Demonstrate initiative and ability to delegate responsibly • Commitment to the development of the workforce through performance management and the ability to nurture and support all staff in their professional careers 		<p>Application Form, Interview and References.</p>