



<b>Abbey Primary School</b>	
<b>POST TITLE: AHT with responsibility for SENDCO and Safeguarding</b>	<b>GRADE: L1-6</b>
<b>RESPONSIBLE TO: Headteacher</b>	
<b>DATE: October 2025</b>	

### Person Specification

Criteria	Qualities	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Degree</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• National Award for SEN co-ordination or NPQSENCO qualification, or a willingness to complete within 3 years of appointment</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Professional development in preparation for a leadership role</li> </ul>		✓
Professional experience & knowledge	<ul style="list-style-type: none"> <li>• SENDCo: Sound knowledge of the SEND Code of Practice</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• SENDCo: Understanding of what makes “quality first” teaching, and of effective intervention strategies</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• SENDCo: Ability to plan and evaluate interventions</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• SENDCo: Data analysis skills and the ability to use data to inform provision planning</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• DSL: Sound knowledge of key statutory guidance and legislation around safeguarding, such as KCSIE and Working Together to Safeguard Children</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Drive the improvement of outcomes for pupils, preferably across all age phases</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> </ul>	✓	

	<ul style="list-style-type: none"> <li>• Create a culture where all team members are motivated and supported to develop their practice.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Ability to motivate others</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Teaching experience (preferably across EYFS, KS1 and KS2)</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Involvement in school self-evaluation and development planning</li> </ul>		✓
	<ul style="list-style-type: none"> <li>• Demonstrable experience of successful line management and/or staff development</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Secure knowledge of the relevant knowledge and curriculum areas.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Knowledge of how to assess the effectiveness of curriculum</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Effective middle leadership experience of demonstrating impact successfully</li> </ul>	✓	
Personal qualities and skills	<ul style="list-style-type: none"> <li>• Ability to communicate a vision and inspire others</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Ability to build and maintain effective working relationships</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Effective interpersonal and organisational skills</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Ability to work under pressure and prioritise effectively</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Ability to work effectively as a member of a team</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Commitment to maintaining confidentiality at all times</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Understanding of potential contextual safeguarding issues and promoting the welfare of children.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Demonstrate very high standards of personal and professional conduct.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Ability to use initiative to solve problems and achieve success</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Flexible and adaptable approach</li> </ul>	✓	

General	<ul style="list-style-type: none"> <li>• Willingness to engage in training and development as and when identified.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Evidence of continued professional development</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• A commitment to and evidence of providing diversity and equal opportunities within a school, curriculum, and employment practice.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Demonstrate the importance of work-life balance and personal wellbeing.</li> </ul>	✓	