

# Post of Assistant Headteacher – SENDCo and Inclusion

## Person Specification

MINIMUM ESSENTIAL REQUIREMENTS	ESSENTIAL DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications and Training</b>		
Qualified Teacher Status (QTS).	<b>E</b>	Application / Certificates
NPQSENCo or NASENCo qualification, <b>or</b> a commitment to achieving the NPQSENCo.	<b>E</b>	Application / Certificates
Evidence of continuous professional development relating to the role.	<b>D</b>	Interview/Application / Certificates
<b>Experience</b>		
Substantial and successful experience as a teacher, demonstrating inclusive Quality First Teaching.	<b>E</b>	Application / Interview
Proven track record of high-quality leadership, holding responsibility for a key school area and working collaboratively to drive meaningful change.	<b>E</b>	Application / Interview
Experience supporting and improving outcomes for priority groups.	<b>E</b>	Application / Interview
Experience managing, deploying, and training support staff.	<b>D</b>	Application / Interview
Experience delivering targeted interventions and conducting diagnostic SEND work.	<b>D</b>	Application / Interview
Experience <b>or</b> readiness to act as Designated Safeguarding Lead (DSL).	<b>E</b>	Application / Interview
<b>Knowledge and Understanding</b>		
Comprehensive understanding of the SEND Code of Practice and related statutory duties.	<b>E</b>	Interview / Task
Knowledge of current safeguarding legislation, specifically Keeping Children Safe in Education.	<b>E</b>	Interview / Task
Strong understanding of the graduated approach to SEND and how to implement it whole-school.	<b>E</b>	Interview / Task
Ability to analyse assessment, attendance, and behaviour data to identify gaps, measure impact.	<b>E</b>	Interview
Knowledge of effective strategies to promote positive mental health, wellbeing, and emotional literacy.	<b>E</b>	Interview
<b>Skills and Abilities</b>		
Ability to converse at ease with stakeholders and provide advice in accurate spoken English.	<b>E</b>	Interview / Task
Have strategic leadership skills to help shape policy, sustain appropriate systems, and drive the School Development Plan as part of the Senior Leadership Team.	<b>E</b>	Interview / Task
Excellent coaching, mentoring, and networking skills to challenge, influence, and motivate colleagues.	<b>E</b>	Interview
High-level organisational skills and time management with an ability to prioritise, plan and organise themselves and others.	<b>E</b>	Application/ Task
Demonstrate effective interpersonal skills to communicate clearly and build strong relationships with external agencies, parents, carers, and the wider community.	<b>E</b>	Interview



Personal Attributes		
Commitment to upholding St Peter's Christian ethos, values, policies, and staff code of conduct.	<b>E</b>	Application / Interview
A passionate champion for inclusion with a commitment to nurturing every student and ensuring pace, rigour, and high expectations.	<b>E</b>	Interview
Astute, determined, positive and professional.	<b>E</b>	Application / Interview
Creates a positive team spirit, delegating with sensitivity and willing to give and receive effective feedback to improve performance.	<b>E</b>	Interview / References
Application Requirements		
The letter of interest must be fully completed and free from error.	<b>E</b>	Application



MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
<p><b>1. Skills and Knowledge</b></p> <p>To be committed to supporting and promoting St Peter's Christian ethos</p> <p>Experience of participating in a team approach to leadership, including the leading of change</p> <p>Knowledge and understanding of the principles and practice of primary education; curriculum management; the role of monitoring school effectiveness, the role of senior management team</p> <p>Participates and leads effectively in strategies to support staff development</p> <p>Creates a positive team spirit, delegating and negotiating when necessary, with sensitivity</p> <p>Clear sighted, determined and positive</p> <p>Well developed inter personal skills and a passion for learning</p> <p><b>Developing Self and Working with Others</b> <i>Is able to:</i></p> <p>Collaborate and network with others within and beyond the school</p> <p>Challenge, influence and motivate others to attain high goals</p> <p>Give and receive effective feedback and act to improve personal performance</p> <p>To demonstrate and encourage a curriculum which is enquiry based and child led</p> <p>Ensure pace, rigour and high expectations throughout the key stage</p> <p><b>Managing the Organisation</b> <i>Is able to:</i></p> <p>Establish and sustain appropriate structures and systems</p> <p>Delegate management tasks and monitor their implementation</p> <p>Prioritise, plan and organise themselves and others</p> <p>Think creatively to anticipate and solve problems</p> <p><b>Securing Accountability</b> <i>Is able to:</i></p>	<p>Letter of interest / Interview</p>



<p>Demonstrate a knowledge of present and future trends in education</p> <p>To support the Headteacher and Deputy Headteacher in managing the school community in the systematic and rigorous self-evaluation of the work of the school</p> <p>Support and embrace the Whole School vision whilst leading a dynamic key stage, sharing ideas and systems with the Senior Leadership Team before implementation</p> <p>Support the Headteacher and Deputy Headteacher in analysing data to understand the strengths and weaknesses of the school</p> <p>Combine the outcomes of regular school self-review with external evaluations in order to develop the school</p> <p><b>Strengthening Community</b> <i>Is able to:</i></p> <p>Recognise and take account of the richness and diversity of the school's communities.</p> <p>Build and maintain effective relationships with parents, carers, partners and the community, to enhance the education of all pupils</p>	<p>Letter of interest / Interview</p>
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<b>2. Experience/Qualifications/Training etc</b>	
<p>Recognised teaching qualification</p> <p>Experience of being in a position of responsibility for an area of leadership in school (TLR etc)</p> <p>Evidence of experience and knowledge of teaching and learning across the key stages in a primary school</p> <p>Evidence of continuing professional development after initial qualification</p>	<p>Letter of interest / Interview</p>

<b>3. Letter of interest</b>
<p>The letter should be fully completed and free from error. The letter should be clear and concise and related to the person specification.</p>

<b>4. Developing Self and Others</b>
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<p>Coach and mentor others.</p> <p>Be willing to share learning and encourage others to do the same</p> <p>Listen to others and respond to their needs</p> <p>Apply a range of development activities to develop and train staff</p> <p>Strives for improvement and take responsibility for own development</p> <p>Be self-confident and lead by example</p>	<p>Letter of interest/Interview</p>
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