



Person Specification

Assistant Headteacher (SENDCo)

	Essential	Desirable	Assessed by
Qualifications	• DfES recognised Qualified Teacher Status • Degree level qualification • NASENCO Award	• Higher degree • Further relevant qualifications eg National College of Leadership modules	Application form
Experience	• Demonstrable experience of having significantly improved outcomes of students • Experience of working as or in direct support of a school SENCO • Successful experience as a senior leader in a similar context • Experience of leading successful improvements and change at a middle leadership level. • Strong professional development record relevant to the post • Successfully working with parents, families and all areas of the school to improve outcomes for students • Experience of liaising with the LA and other external agencies	• Experience of leading/supporting with whole-school inclusion strategies • Experience of self-evaluation and improvement planning • Experience of working with external partners to improve outcomes • Performance Management of colleagues • Designing and delivering CPD for teaching staff	Application form and references
Knowledge & Understanding	• Knowledge of how to develop systems which lead to consistent practice • A deep understanding of how data can be used to impact positively on student outcomes • Effective behaviour management strategies and systems • Understanding of how to manage change to lead to sustained improvement	• Understanding of curriculum innovation to raise attainment • Understanding of developing student metacognition • Understanding of curriculum innovation to raise achievement • Understanding of national education policy and its impact on school improvement planning	Application form, references and interview

Professional Skills	• A passion for effective teaching which leads to strong outcomes • The ability to think and plan strategically • The ability to manage plans to fruition • Strong interpersonal skills • The ability to prioritise • Effective delegation • Strong organisational skills • Mentoring and/or coaching colleagues to improve performance • Holding others to account • A willingness and ability to challenge under-performance • The ability to analyse and interpret student data and set challenging targets • Excellent oral and written communication skills • Effective behaviour management strategies combined with high expectations of students' behaviour	• Policy development	Application form, references and interview
Professional & Personal Qualities	• Commitment to every student and their progress • Commitment to inclusion and the achievement of the school's overall vision for success at all levels • Energy and drive • Share high expectations of achievement, teaching and behavior • Ability to establish and maintain personal credibility amongst staff, students, parents and governors • Ability to work effectively as part of a team • Ability to motivate and inspire • A decision maker, self-aware and reflective • Solution-focused • Resilient and adept at managing workload and coping under pressure • An active listener • Committed to safeguarding and promoting the welfare of children • Committed to anti-discriminatory practice • Hold enhanced DBS certificate		Application form, references and interview