

Person Specification – Assistant Headteacher/SENDCO

Specification	Essential	Desirable	How Identified
Education, Training and Qualifications	<ul style="list-style-type: none"> Degree or equivalent QTS NPQML, NPQSL or equivalent National Award for SEN coordination (or working towards) Willingness to work towards further qualifications 	<ul style="list-style-type: none"> Specialist assessor award Evidence of further, relevant qualifications 	<ul style="list-style-type: none"> Application form Interview References
Experience	<ul style="list-style-type: none"> Proven track record of high quality secondary teaching Experience of working with students with SEN, including those presenting with challenging behaviour Evidence of excellent behaviour management skills Experience of school leadership (e.g. SENDCO or middle leadership post) Experience of delivering SEN interventions and monitoring impact 	<ul style="list-style-type: none"> Experience of working in a large secondary school Experience of leading CPD for staff Experience of applying for and implementing access arrangements for public examinations Experience of line management responsibility Experience in school (or subject) self-evaluation and improvement planning 	<ul style="list-style-type: none"> Application form Interview References
Knowledge and Skills	<ul style="list-style-type: none"> Knowledge & understanding of the SEN Code of Practice Ability to analyse data and use this to inform strategic planning Good knowledge of effective strategies for teaching and learning Ability to use evidence to inform most appropriate strategies to support student progress Ability to communicate effectively in various forms Good knowledge of current educational issues 	<ul style="list-style-type: none"> Knowledge and understanding of working with students who have suffered Adverse Childhood Experiences (ACEs) & trauma Knowledge and experience of restorative approaches to managing conflict 	<ul style="list-style-type: none"> Application form Interview References
Personal Qualities	<ul style="list-style-type: none"> Ability to establish effective working relationships with all members of the school community, parents and external partners/agencies Ability to hold others to account, providing support and challenge as necessary Strong personal drive and commitment to see tasks through to completion Ability to effectively prioritise tasks and manage own time 	<ul style="list-style-type: none"> Experience of multi-agency working 	<ul style="list-style-type: none"> Application form Interview References
Safeguarding	<ul style="list-style-type: none"> Enhanced DBS Current Basic Awareness certification Satisfactory reference from current employer 	<ul style="list-style-type: none"> Further Safeguarding training - Level 3 or in specific aspects e.g. Domestic abuse 	<ul style="list-style-type: none"> Application form Interview References

		<ul style="list-style-type: none"> • Experience of working in the field of safeguarding (eg DSL/DDSL) 	
<p>Wider Contribution to the school/Trust</p>	<ul style="list-style-type: none"> • Desire to offer extra-curricular activities • Commitment to collaborative working 	<ul style="list-style-type: none"> • Interests other than education 	<ul style="list-style-type: none"> • Application form • Interview • References