



PERSON SPECIFICATION

Assistant Headteacher with SENCo responsibility

Key:

App – Application Form

C – Certificate

Ref – Reference

SP – Selection process. This could include a range of exercises, including an interview.

Knowledge, Experience and Skills		
	Essential or Desirable	How identified
Leadership and management		
Ability to build effective relationships with staff, parents, governors and other agencies	E	App/SP
Ability to line manage staff	E	
Ability to use HR policies and procedures	E	
Ability to make and implement difficult decisions	E	App/SP
Shaping the future		
Implements an improvement plan across a key stage area or class room, identifying the priorities and evaluating the impact	E	App/SP
Works with and motivates teams and individuals to implement changes across the school	E	App/SP
Leading Teaching and learning		
Being an Excellent teacher – by national standards	E	App/SP
Knowledge of how to use data to monitor pupil progress	E	App/SP
Knowledge of assessment tools to monitor teaching and learning	E	App/SP
Ability to identify effective interventions to ensure pupils maintain good progress	E	App/SP
Ability to identify excellent classroom practice to enable teachers to improve, through effective feedback	E	App/SP
Developing self and working with others		
Regularly reviews own practice and continually participates in quality CPD	E	App/SP
Uses CPD to motivate, enthuse and develop staff	E	App/SP
Ability to plan and allocate work effectively	E	App/SP
Ability to coach and mentor staff	E	App/SP
Managing the organisation		
Implements changes to staffing structures	D	App/SP
Recruits, retains and manages a range of school staff	E	App/SP
Manages the school's environment in line with health and safety regulations	D	App/SP
Securing accountability		
Holds people to account for what they have agreed to deliver	E	App/SP
Works effectively with the governing body to fulfil statutory duties	D	App/SP
Provides performance data to parents, governors, and school improvement officers	D	App/SP



Strengthening the community		
Builds relationships with community groups, outside agencies and other schools which create innovative learning experiences for pupils	E	App/SP
Promotes the school	D	App/SP
Works with parents and carers to improve pupil achievement	E	App/SP
Child protection		
Is aware and able to manage effective CP policies and procedures	E	App/SP
Ability to deal with sensitive issues in a supportive and effective manner	E	App/SP
Qualifications and training		
Qualified Teacher Status or other educational qualification	E	App/SP
A degree or equivalent qualification	E	App/SP
Successful completion of the National Award for SEN Co-ordination (NASENCo) qualification,	D	App
OR, currently working towards the NASENCo qualification	E	App
Personal qualities and attributes		
Moral purpose (Equality, children and adults treated with respect)		SP
Excellent communicator (Listening, putting a message across)		SP
Child centred		SP
Resilient		SP
Integrity		SP
Self-motivated and able to motivate others		SP
Enjoys challenge		SP
Works to deadlines		SP
Enthusiastic and optimistic		SP
Excellent problem solving/analytical skills		SP
Self-awareness, knowledge of strengths and limitations		SP