

APPOINTMENT OF ASSISTANT KEY STAGE LEAD (TLR TEACHER)

PERSON SPECIFICATION AND SELECTION CRITERIA

Note: Candidates failing to meet any of the essential criteria will automatically be excluded.

[A] TRAINING AND QUALIFICATIONS

	Essential or Desirable	Evidence
Qualified teacher status	E	A
Degree	E	A
Recent participation in a range of in-service training	E	A/I
Leadership and Management qualification	D	A/I
Recent experience of line management duties at middle manager level	D	A/I

[B] EXPERIENCE OF LEADERSHIP, MANAGEMENT AND EDUCATIONAL INSIGHT

	Essential or Desirable	Evidence
TEACHING EXPERIENCE		
In a similar school	E	A/I
Experience across a range of SEN and learning ability	E	A/I/L
Experience of working with secondary aged students	E	A/I/L
Experience of working with students on the autistic spectrum	E	A/I/L
Experience of working with students with PMLD	D	A/I/L
LEADERSHIP AND MANAGEMENT EXPERIENCE		
A SEND area of particular strength supported by additional studies and/or projects	D	A/I/L
Middle management experience	D	A/I/L
SEND trainer delivery experience internally to colleagues or to mainstream counterparts	D	A/I/L

[C] PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

	Essential or Desirable	Evidence
Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to phase		
Student's early educational development	E	A/I/L/R
Subject co-ordination	E	A/I/L/R
Curriculum and assessment, including subjects and cross curricular aspects	E	A/I/L/R
Effective teaching and learning strategies	E	A/I/L/R
School improvement strategies, including use of comparative data to set targets	D	A/I/L/R
Local and national policies, priorities and statutory frameworks	D	A/I/L/R
Application of ICT to teaching, learning and management	E	A/I/L/R
Knowledge of a specialist areas of SEND, for example, autism, medical needs; communication difficulties; sensory; physical	E	A/I/L/R

[D] PERSONAL SKILLS AND ATTRIBUTES

	Essential or Desirable	Evidence
Applicants should be able to provide evidence that they have the necessary personal skills and attributes required by the post		
Positive approach to working	E	I/R
Established Leadership and Management style	D	I/R
Positive communication	E	I/R
Advanced inter-personal skills	E	I/R
Ability to prepare and deliver SEND training to colleagues both within our setting and to mainstream partners	D	I/R
Ability to prioritise time effectively	E	I/R
Self-confidence, presence and enthusiasm	E	I/R
Commitment and integrity	E	I/R
Versatile and solution focused	E	I/R

[E] APPLICATION FORM AND LETTER

The application form should be fully completed and free from error(s). The letter should be clear and concise and related to the specific post. This should be Arial size 10 and a maximum of two sides of A4.

[F] CONFIDENTIAL REFERENCES AND REPORTS

	Essential or Desirable
References should provide a strong level of support for relevant professional and personal knowledge, skill and abilities referred to above	E
Positive recommendation for the post	E