

# Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>➤ Qualified teacher status and a degree</li> <li>➤ National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment</li> <li>➤ Professional development in preparation for a leadership role</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>➤ Successful leadership and management experience in a school</li> <li>➤ Teaching experience across the primary age range and evidence of being an outstanding teacher</li> <li>➤ Successful involvement in school self-evaluation and development planning</li> <li>➤ School project management experience</li> <li>➤ Line management experience</li> <li>➤ Experience of working effectively with parents</li> <li>➤ Experience of contributing to staff development</li> <li>➤ Experience of conducting appraisals and holding staff to account</li> <li>➤ Experience of working with external agencies and liaising with other professionals</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>➤ Sound knowledge of the SEND Code of Practice</li> <li>➤ Understanding of what makes 'quality first' teaching, and of effective intervention strategies</li> <li>➤ Knowledge of key safeguarding policies and protocols</li> <li>➤ Ability to plan and evaluate interventions</li> <li>➤ Data analysis skills, and the ability to use data to set targets and identify next steps</li> <li>➤ Effective communication and interpersonal skills (written and oral)</li> <li>➤ Ability to build effective working relationships</li> <li>➤ Ability to communicate a vision and inspire, influence and negotiate</li> <li>➤ Good record-keeping skills</li> <li>➤ Ability to work across the primary age range from Nursery to Year 6</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>➤ Commitment to getting the best outcomes and promoting the ethos and values of the school</li> <li>➤ Commitment to equal opportunities and securing good outcomes for pupils with SEND</li> <li>➤ Ability to work under pressure and prioritise effectively</li> <li>➤ Commitment to maintaining confidentiality at all times</li> <li>➤ Commitment to safeguarding and equality</li> <li>➤ Organised and thorough – strong attention to detail</li> <li>➤ Emotionally intelligent, suitably empathetic to others and an ability to listen and to reflect</li> <li>➤ Self-motivated and resilient with very high expectations</li> <li>➤ Creative and innovative</li> <li>➤ Flexible, agile and calm in challenging situations</li> <li>➤ A strong team player</li> <li>➤ Committed to further professional learning</li> </ul>