

*St Bede’s Catholic Voluntary Academy*

*SENDCO Person Specification*

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|  | **Essential** | **Desirable** | **Evidence** |
| **Catholic Ethos** |
| * To promote and safeguard the wellbeing of individuals in order for them to flourish
 | X |  | A, I, R |
| * Share in the modelling of the mission statement of the school I the promotion of love, respect and service in all aspects of school life
 | X |  | A, I, R |
| * To lead assemblies and acts of worship as a tutor
 | X |  | A, I, R |
| * To work with the chaplaincy coordinator and SLT link for ethos in co-ordinating Acts of Worship and promoting the ethos of the School
 | X |  | A. I, R |
| **Positive** |
| * Be relentlessly positive
 | X |  | A, I, R |
| * Believe in St Bede’s School and be ambitious for ourselves, the school, the students and the community
 | X |  | A, I, R |
| * Embrace change and be passionate about improvement
 | X |  | A, I, R |
| * Always model the behaviours we expect to see
 | X |  | A, I, R |
| * Demonstrate a growth mind-set and encourage it with others
 | X |  | A, I, R |
| * Share best practice
 | X |  | A, I, R |
| **Respect** |
| * Be consistent and fair; demonstrate exemplary manners at all times with staff, students and stakeholders
 | X |  | A, I, R |
| * Have a high profile around the department and the school
 | X |  | A, I, R |
| * Empower staff (through distributed leadership) and students
 | X |  | A, I, R |
| * Model and demonstrate high standards
 | X |  | A, I, R |
| * Believe in teams and foster a spirit of collaboration
 | X |  | A, I, R |
| **Independence** |
| * Think outside the box and encourage others to do the same
 | X |  | A, I, R |
| * Take risks and support others to do the same
 | X |  | A, I, R |
| * Develop leadership capacity by identifying, nurturing and developing leadership talent
 | X |  | A, I, R |
| * Seek out and develop innovative practice
 | X |  | A, I, R |
| **Determination** |
| * Be resilient and encourage this within the team and the students
 | X |  | A, I, R |
| * Be determined to build and motivate high performing teams
 | X |  | A, I, R |
| * Be determined to close the gaps between student achievement and potential
 | X |  | A, I, R |
| * Be outward facing, determined to develop strong partnerships to support school improvement
 | X |  | A, I, R |
| **Excellence** |
| * Be insistent and persistent
 | X |  | A, I, R |
| * Have the highest aspirations for students across the academy
 | X |  | A, I, R |
| * Celebrate individual and collective success
 | X |  | A, I, R |
| * Motivate the team and ensure they buy in to our vision
 | X |  | A, I, R |
| * Implement – do what we say we are going to do and to deadlines
 | X |  | A, I, R |
| * Be a strategic planner to ensure long-term sustainability of successful outcomes
 | X |  | A, I, R |
| * Have a clear vision for the school
 | X |  | A, I, R |
| * Put students first in decision -making
 | X |  | A, I, R |
| * Ability to challenge underperformance and hold others to account
 |  | X | A, I, R |
| **Interpersonal Skills; Intellectual Ability; Motivation** |
| * Excellent organisational skills
 | X |  | A, I, R |
| * Influences staff at all levels
 | X |  | A, I, R |
| * Excellent interpersonal skills
 | X |  | A, I, R |
| * Commitment to diversity, safeguarding and health & safety
 | X |  | A, I, R |
| * Excellent verbal and written communication skills
 | X |  | A, I, R, T |
| * Proficient IT skills
 | X |  | A, I, R |
| * Professional integrity and an ability to maintain the utmost confidentiality
 | X |  | A, I, R |
| * Ability to work under pressure to tight deadlines
 | X |  | A, I, R |
| * Commitment to continuous professional development
 | X |  | A, I, R |
| * Ability to form and maintain appropriate relationships and personal boundaries with children
 | X |  | A, I, R |
| * Ability to deal effectively with challenging situations, demonstrating initiative and prioritising actions
 | X |  | A, I, R |
| * Ability to lead initiatives across the academy by effective communication.
 |  | X | A, I, R |
| * Ability to lead, and work as part of a team, demonstrating flexibility and interdependence
 | X |  | A, I, R |
| * Ability to up skill and train colleague, departmental and across the academy
 |  | X |  |
| * Compliance with the Teachers’ Standards
 | X |  | A, I, R |
| * Commitment to the school’s aims/objectives and ability to articulate this to others
 | X |  | A, I, R |
| **Relevant Experience** |
| **Essential** | **Desirable** | **Evidence** |
| - | To be a Practising Catholic | A |
| Experience of working in a secondary school | Experience of working and leading in more than one secondary school | A, I, R |
| Experience of planning and delivering CPD | Experience of planning and delivering whole school CPD | A, I, R |
| Evidence of Good or better teaching over time, evidenced by lesson observations and student outcomes | Evidence of Outstanding teaching over time, evidenced by lesson observations and student outcomes | A, I, R, T |
| A track record of good progress for students of different ages and abilities | Good and outstanding progress and outcomes for students in KS3/4 across own and team’s classes | A, I, R |
| Experience of effective intervention strategies that improve outcomes | Experience of PIXL methodologies that impact on outcomes | A, I, R |
| Thorough understanding and experience of current and future KS3/KS4 programme of study/syllabus requirements | Experience of exam board marking/moderation | A, I, R |
| To be supportive of the Catholic Ethos of the academy | To lead acts of worship and to be a practising catholic | A, I,  |
| **Qualifications and Awards** |
| **Essential** | **Desirable** | **Evidence** |
| Degree (for equivalent) and QTS/QTLS | 2:1 degree or betterFurther qualification e.g. Masters, PHD | A,C,R |
| - | To have successfully passed the national SENDCO qualification | A, C, R |

**Key: A = Application; I = Interview: T = Tests/Teaching: C = Certificates: R =References**