



## Personal Specification

	Essential	Desirable	Evidence
Qualifications and Training	<ul style="list-style-type: none"> <li>Degree and Qualified teaching status</li> </ul>	<ul style="list-style-type: none"> <li>National award for SEND co-ordination</li> <li>Evidence of continual INSET and further professional development</li> <li>Designated Safeguarding lead</li> </ul>	A
Experience	<ul style="list-style-type: none"> <li>Strong, experienced classroom teacher</li> <li>Experience of working with a wide range of professionals and families</li> <li>Experience of monitoring pupil progress</li> <li>Pastoral experience</li> </ul>	<ul style="list-style-type: none"> <li>Experience of holding and chairing annual review meetings</li> <li>Experience of holding a safeguarding lead post</li> <li>Experience of leading SEND staff training</li> <li>Experience of transition between schools/key stages</li> </ul>	A, I
Knowledge	<ul style="list-style-type: none"> <li>Knowledge of both current and new legislation around SEND</li> <li>Knowledge and understanding of assessments</li> <li>Understanding the needs of vulnerable learners</li> <li>Understanding of best practice of working with parents and forming positive relationships</li> <li>Good understanding of inclusion issues eg SEND, EAL</li> <li>Understanding of how to differentiate teaching</li> </ul>	<ul style="list-style-type: none"> <li>Detailed knowledge of the new SEND reforms</li> <li>Knowledge of the National curriculum</li> </ul>	I
Skills and abilities	<ul style="list-style-type: none"> <li>Ability to interpret and analyse attainment data to identify learning needs and set targets</li> <li>Ability to recognise high quality practice and model this for others</li> </ul>	<ul style="list-style-type: none"> <li>To present a vision for the future of inclusion at Manor Leas Junior Academy</li> <li>Good knowledge and experience of how ICT can assist in the management and dissemination of information regarding pupils with SEND</li> </ul>	A, P, I

	<ul style="list-style-type: none"> <li>• Ability to keep pupils safe, including child protection and forming and maintaining appropriate relationships</li> <li>• Understanding how to devise, implement and evaluate systems for identifying, assessing and reviewing pupils' special educational needs</li> <li>• Ability to undertake high quality observations of children's learning and development</li> <li>• Ability to maintain high standards of behaviour and excellent discipline using positive strategies</li> <li>• Ability to lead other adults as well as work collaboratively as part of a team</li> <li>• Ability to train, support and challenge others when necessary</li> <li>• Ability to communicate effectively both orally and in writing</li> <li>• Familiarity with ICT eg word, excel etc</li> </ul>		
Personal Qualities	<ul style="list-style-type: none"> <li>• Passionate about education and particularly determined to improve outcomes for all children</li> <li>• Flexibility, initiative and the capacity to maintain a positive attitude</li> <li>• Flexible and responsive to change</li> <li>• Self-motivated and able to work efficiently and effectively with minimum supervision</li> <li>• Excellent organisational skills</li> <li>• Commitment to equality of opportunity</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to manage, organise and motivate staff with diplomacy and sensitivity</li> </ul>	A, P, I

	<ul style="list-style-type: none"> <li>• Strong team player</li> <li>• Strong advocate for the children</li> <li>• The ability to communicate effectively, orally and in writing to a wider audience including parents, pupils, Governors, Headteacher and external agencies.</li> </ul>		
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A – Application Form

P – Personal Statement

I - Interview