

POST TITLE: Head of ALF/ SENDCo

PERSON SPECIFICATION

	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> • Qualified Teacher Status • National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment • Degree • Evidence of continuing professional development 	<ul style="list-style-type: none"> • Specialist Literacy qualification or • Dyslexia qualification
Experience	<ul style="list-style-type: none"> • 2nd i/c or significant departmental responsibility or SEND role in school or LA • Teaching experience • Experience of working at a whole-school level • Experience of working with children with a range of SEN • Involvement in self-evaluation and development planning • Experience of conducting training/leading INSET 	<ul style="list-style-type: none"> • Evidence of work on improvement in learning and teaching • Analysis of tracking and progress data by SEND group
Skills and Knowledge	<ul style="list-style-type: none"> • Sound knowledge of the SEND Code of Practice • Understanding of what makes 'quality first' teaching, and of effective intervention strategies • Ability to plan and evaluate interventions • Data analysis skills and the ability to use data to inform provision planning • Effective communication and interpersonal skills • Ability to build effective working relationships • Ability to influence and negotiate • Good record-keeping skills 	
Personal Qualities	<ul style="list-style-type: none"> • Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school • Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality 	