



Person Specification

JOB TITLE:	Senior Lead for Inclusion and Additional Educational Needs
DATE:	October 2020
STATUS:	Final

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
Knowledge and qualifications					
1. Qualified teacher status	E	✓		✓	✓
2. SENCO qualification	E	✓		✓	
3. Evidence of leading professional development across a department or school	E	✓		✓	
4. Development relevant to the SENCO role	E	✓			
5. Completed nationally recognised Middle Leader or Senior Leader Development qualification - e.g. NPQML, NPQSL	D	✓			
Experience					
6. SEN experience in a secondary school	E	✓		✓	
7. Evidence of successful teaching experience	E	✓		✓	
8. Experience of forming strong partnerships with key stakeholders such as parents/carers, governors, CAMHS, Education Psychology, etc.	E	✓		✓	
9. Evidence of successful pastoral experience.	E	✓		✓	
10. Experience of working with vulnerable children	E	✓		✓	
11. Leading initiatives with successful outcomes	E	✓		✓	
12. Experience of working collaboratively with peers in own and other schools to achieve shared priorities	E	✓		✓	

13. Experience of leading a team	D	✓			
14. Experience of accurately analysing quantitative and qualitative data to evaluate performance against targets and identify priorities and actions	D	✓			
Skills and competencies					
15. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	✓		✓	
16. The ability to motivate and inspire Contribute positively and effectively to the skills staff and pupils Vision to develop formulation of improvement plans and SENCO role within a high achieving School	E	✓		✓	
17. Able to work well with a team of other staff, communicating accurately both verbally and written.	E	✓		✓	
18. Proactive in keeping up to date with strategic and national developments in SEND Education	E	✓		✓	
19. The ability to make sound judgments based on objective criteria	E	✓		✓	
20. Ability to manage the process of change effectively and thereby deliver major projects through to a successful outcome by continuously reviewing and evaluating progress.	E	✓		✓	
21. Ability to analyse and interpret pupil data and set challenging targets.	E	✓		✓	
22. The ability to effectively use ICT as a management and communication tool.	E	✓		✓	
23. Excellent verbal and written communication skills.	E	✓		✓	
24. Excellent interpersonal skills with the Personal ability to inspire and motivate others	E	✓		✓	
25. Demonstrates strong leadership skills to be able to lead and manage a large group of people	E	✓		✓	
26. Commitment to raising standards in teaching and learning through CPD	E	✓		✓	
Other					
27. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role.	E	✓			✓

28. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role.	E				✓
29. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible.	E	✓	✓	✓	