



**SRP & AC Inclusion Leader - Person Specification**  
**Ruislip Gardens Primary School**

	SRP & AC Inclusion Leader - Person Specification Ruislip Gardens Primary School		
	Essential	Desirable	Evidence
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>Degree and qualified teacher status</li> <li>SENCO qualification/willingness to complete qualification</li> </ul>	<ul style="list-style-type: none"> <li>Relevant further qualifications (e.g. National Award for SEND co-ordination)</li> <li>Evidence of continual INSET and further professional development</li> <li>L3 Safeguarding training (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Documentary evidence</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Classroom teaching experience</li> <li>Class teaching in more than one Key Stage</li> <li>Expertise of successfully leading others in a significant area</li> <li>Experience of involvement in school development planning</li> <li>Experience of IEP, pupil progress meetings</li> <li>Experience of working with a wide range of other professionals</li> <li>Experience of holding and chairing annual review meetings</li> </ul>	<ul style="list-style-type: none"> <li>Experience across the whole primary range</li> <li>Experience of leading SEND INSET</li> <li>Experience of resource management</li> <li>Experience of holding a Safeguarding lead post e.g. being a Core Group member, attending meetings and organising and delivering reports</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>Knowledge of both current and new legislation around SEND</li> <li>Knowledge and understanding of tracking assessments</li> <li>Knowledge of primary teaching and learning styles</li> <li>Understanding of the needs of vulnerable learners</li> <li>An understanding of best practice of working with parents and forming positive relationships</li> <li>A good understanding of inclusion issues e.g. SEND, EAL, G&amp;T, refugee etc</li> <li>Understanding of how to differentiate teaching</li> <li>Detailed knowledge of the 2014 SEND reforms</li> <li>Knowledge of the National Curriculum</li> </ul>	<ul style="list-style-type: none"> <li>An area of specialism that could be used to develop provision at Ruislip Gardens Primary School</li> </ul>	<ul style="list-style-type: none"> <li>Personal statement</li> </ul>
<b>Skills and Abilities</b>	<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 to model this for others</li> <li>Ability to keep pupils safe, including child protection and forming and maintaining appropriate relationships</li> <li>Understanding of 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> </ul>	<ul style="list-style-type: none"> <li>To present a vision for the future of the SRP and AC at Ruislip Gardens Primary School</li> <li>Good knowledge and experience of how ICT can assist in the management and dissemination of information regarding pupils with SEND</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Personal statement</li> <li>Interview</li> </ul>

	<ul style="list-style-type: none"> <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 e.g. Word, Excel etc</li> </ul>		
<b>Personal Qualities</b>	<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> <li>• The ability to communicate effectively, orally and in writing to a wider audience including parents, pupils, Governors, Headteacher and external agencies</li> <li>• The ability to manage, organise and motivate staff with diplomacy and sensitivity</li> </ul>		<ul style="list-style-type: none"> <li>• Personal statement</li> <li>• Interview</li> </ul>