

Person specification

CRITERIA	QUALITIES
Qualifications and 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
Experience	<ul style="list-style-type: none">• Teaching experience• Experience of working at a whole-school level• Involvement in self-evaluation and development planning• Experience of conducting training/leading INSET• Experience of line managing staff• Experience of working closely with parents/carers• Dealing with outside agencies
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

Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above, but are interested in applying, contact Sue Tudge, Headteacher, 01225 863 444

Last review date: January 2024

Next review date: September 2025

Headteacher's signature: _____

Date: _____

Postholder's signature: _____

Date: _____