

Person Specification

Job Title: Assistant Headteacher: Additional Needs (including SENCO)

Qualifications Qualified teacher Status Additional relevant qualifications Evidence of other relevant professional development, for example Team Teach training, child protection.	Essential Desirable Desirable
Relevant Experience Experience of working in a school leading/coordinating additional needs, particularly SEND Experience of leading/coordinating pastoral support provision in a school setting or similar. Experience of working in a school setting. Experience of leading and managing small teams of people Substantial experience of working with parents, particularly the parents of pupils with additional needs particularly SEND A track record of consistently good and outstanding teaching Experience of being a member of a school senior leadership team. Experience of successfully leading a phase, aspect, or curriculum area. Experience of being a performance appraisal mentor	Essential Desirable Essential Essential Essential Desirable Essential Desirable
Knowledge Secure knowledge and understanding of the SEND code of practice and associated legislation. Knowledge and understanding of the statutory requirements of SEND within a school. Knowledge and understanding of inclusive practice. Knowledge and understanding of safeguarding policies and procedures.	Essential Essential Essential Essential
Professional Skills and Attributes Ability to maintain confidentiality and integrity at all times The ability to develop positive relationships and work with pupils and parents, particularly those pupils	Essential Essential

identified as having additional needs.	
Commitment to inclusion and equality of opportunity	Essential
Commitment to promoting the welfare and safeguarding of children	Essential
An effective, flexible and enthusiastic leader	Essential
Ability to listen and effectively communicate with a variety of audiences	Essential
Ability to develop and maintain effective relationships with colleagues and stakeholder groups	Essential
Ability to motivate and enthuse others	Essential
Ability to work under pressure	Essential
Ability to challenge and support in a productive way	Essential
Ability to manage own and others workloads appropriately	Essential
A vision for continuous school improvement	Essential
Open and constructive, accepting feedback and always willing to learn	Essential
A positive, 'solution-focused' approach	Essential