

Grove Primary School
Assistant Head – Inclusion and SENDCo
Person Specification

Aspect	Requirement	Essential	Desirable
Qualification			
Qualified teacher status		x	
Further relevant professional studies			x
To hold the NA-SENCO Award (or be willing to undertake if appointed)			x
To have evidence of continuing professional development that is relevant to the post		x	
Experience			
Minimum of 5 years teaching experience		x	
Be able to demonstrate experience of effecting significant and sustained change in teaching, learning and curriculum either at class, phase or whole school level, that has led to an improvement in pupil performance		x	
Proven track record in bringing about improvement in pupil outcomes		x	
Experience of improving the quality of teaching and learning, through processes of monitoring and support		x	
Experience of managing and using pupil attainment and tracking databases		x	
Successful partnership working with other schools, external agencies, and stakeholders		x	
Experience of supporting staff development programmes for teachers and other staff			x
Experience of supporting strategies to improve parental involvement in their children's learning.			x
Professional Knowledge and Understanding			
Thorough knowledge and understanding of national priorities and current developments			x
Understand the expectations in the Ofsted Framework regarding effective leadership and management		x	
Have an excellent knowledge of effective strategies to include and meet the needs of all pupils, in particular those SEN, EAL or Pupil Premium Children at risk of underachieving.		x	
Understand the principle of Racial Equality and Equality of Opportunity and how these may inform whole school policy		x	
In depth knowledge of best practice in teaching and learning, including the use of ICT to support pupil achievement		x	
Knowledge of curriculum and best practice in relation to the relevant key stage(s)		x	
Understanding and application of school improvement principles		x	
Knowledge of SEND code of practice		x	
Understand the principle of Racial Equality and Equality of Opportunity and how these may inform whole school policy.		x	
Professional Skills and Abilities			
Be an excellent teacher		x	
Ability to lead, motivate, develop, and inspire pupils and to encourage parental engagement		x	
Lead whole school INSET		x	

Ability to analyse and evaluate pupil data in order to set aspirational and challenging targets for individuals	x	
Ability to develop a classroom environment ethos and structure for managing behaviour which enables pupils to become independent and self-managing	x	
Be able to work with a range of stakeholders including governors and parents and be accountable for performance and budget expenditure.	x	
Be able to analyse data relevant to the role.	x	
Have good communication skills both orally and in writing and be able to manage own workload effectively and respond swiftly to tight deadlines	x	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post.	x	

Ability to work effectively as part of the school team and with pupils, parents/carers, governors, stakeholders and partners within, and beyond, the education sector	x	
Ability to think creatively and to prioritise		x
Excellent communication (written, oral and presentation skills)	x	
Excellent interpersonal skills	x	
Excellent self-awareness and ability to manage self	x	
Ability to proactively engage with a range of external partners and networks	x	
Willingness to learn from others and both seek and take advice	x	
Equality		
Demonstrate knowledge and understanding of equality issues and legislation (both provision and outcomes)	x	
Ability to integrate equality policies into action	x	
Demonstrable commitment to equality of opportunity and inclusive education	x	
Safeguarding		
Knowledge of local and national safeguarding requirements	x	
Evidence of having complied with and secure highly effective safeguarding	x	
Ability to develop an appropriate environment which ensures the safety of all pupils	x	
Managing the Organisation/Securing Accountability		
Use a range of tools and evidence, including self-evaluation, performance data, to support, monitor, evaluate and improve aspects of the school, including challenging underperformance.	x	
Demonstrate the importance of distribution and delegation of leadership responsibilities	x	
Other requirements		
Resilience, the ability to work under pressure and to meet deadlines	x	
A commitment to Grove Primary school's vision, values and ethos	x	

Grove Primary School is committed to safeguarding and promoting the welfare of its pupils and expects all employees and volunteers to share this commitment. This post is subject to an enhanced Disclosure & Barring Service (DBS) check with a check of the children's barred list and background identity checks.