

## Person Specification

<b>Job Title</b>	<b>Assistant Headteacher- SENDCO and Inclusion (Primary Campus)</b>		
<b>School</b>	<b>Seven Kings School</b>	<b>Salary Range</b>	<b>Leadership Scale 8-13</b>

### Selection Criteria

#### **Education and Qualifications:**

- Degree status and DCSF recognised qualification
- Qualified Teacher Status
- SENDCO qualification essential

#### **Experience and Training:**

- Experience of teaching pupils with a wide range of SEND
- A proven record of successful leadership in a post of substantial responsibility
- A proven record of leading an inclusion agenda
- An understanding of the local and national context of the issues and laws regarding inclusion
- Successful teaching experience across the primary age range
- Successful experience of monitoring and evaluation practices
- Successful experience of involvement in the provision of training in a school
- Commitment to further professional development
- Evidence of working on a whole school initiative in a leading capacity demonstrating a strategic approach
- Experience of teaching in a Primary School

#### **Knowledge, understanding and skills:**

- Knowledge and understanding of issues related to the promotion of effective learning and teaching
- Knowledge and understanding of current curriculum developments
- Knowledge and understanding of current assessment and target setting practices, including statutory requirements
- The ability to interpret and use data to inform personalised support and targeted intervention
- A knowledge of strategies to promote positive behaviour and discipline and social inclusion
- A knowledge of effective strategies for staff development and the nurturing of future talent
- Excellent IT skills and a good awareness of the role of IT in supporting learning and teaching
- An understanding of issues related to effective leadership and management
- Evidence of skills relating to school self-review and improvement
- A commitment to high achievement for all students
- The ability to accept the full role of a SLT member and to advise the Headteacher on whole school strategy and direction
- Excellent knowledge and understanding of the SEND Code of Practice
- Excellent knowledge and understanding of how to write and deliver effective Individual Education Plans for pupils with SEND
- Excellent knowledge of current assessment and target setting practices, including Key Stage 1 and 2 Standardised Attainment tests
- Excellent knowledge and understanding of strategies to promote positive behaviour, discipline and social inclusion
- A knowledge and understanding of policies and procedures relating to Child Protection, Health and Safety and Security, Confidentiality and Data protection desirable
- The ability to lead and manage a team and to support and develop new colleagues



**Personal qualities:**

- Strong personal values and motivation to lead in line with the ethos Seven Kings School
- Strong and personal values around the inclusion agenda and equal opportunities
- Unconditional positive regard for young people
- Excellent leadership and management skills in nurturing both students and staff; evidenced understanding of and the ability to respond to cohorts and the needs of individual students to make them feel they belong
- Vision, and the ability to be strategic – to stand back, see the totality of the picture, spot/be responsive to trends, plan, communicate, influence others and win their support and commitment
- Record in developing talented teachers, supporting and motivating staff
- Excellent inter-personal skills; evidence of good relationships with students, parents and colleagues
- Excellent verbal and written communication skills
- The ability to communicate well and persuasively with a range of audiences, staff, parents, students, external agencies
- An enthusiasm for the post and ability to motivate and inspire and influence pupils, staff, parents / carers and Governors
- A high level of commitment to the school and its continuing development
- Flexibility and the ability to balance priorities and absorb pressure

**General:**

- Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection
- To demonstrate an understanding of and commitment to equal opportunities and diversity and to the standards of customer care
- Be responsible for own health and safety as well as that of colleagues, pupils and the public