**Person specification: Head of Learning Support**

November 2017

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| **Qualifications** | Essential | Desirable |
| SpLDs specialist qualifications in teaching and assessments | x |  |
| Post-graduate certificate Level 7 (minimum) that qualifies him/her to be an internal assessor for access arrangements; |  | x |
|  |  |  |
| **Experience** |  |  |
| Proven record of working as a practitioner/teacher/assessor of students with SpLDs | x |  |
| Knowledge of current research and legislation | x |  |
| Experience in a similar Head of Department role |  | x |
| Evidenced team management and leadership skills | X |  |
| Previous experience as a SENCO |  | x |
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| **Skills/ Knowledge and Abilities** |  |  |
| An ability to work flexibly and to share the vision of the Head | X |  |
| Excellent written communication skills | X |  |
| Excellent organisational skill | X |  |
| Excellent oral communication skills | X |  |
| Positive, enthusiastic, flexible with a pro-active ‘can do’ attitude; | X |  |
| Ability to adapt to changing situations | X |  |
| Desire to be fully involved in life at Caldicott; do full duties and attend functions required of all other teaching staff | X |  |
| Strong IT skills | X |  |
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| **Personal Qualities** |  |  |
| Ability to motivate and inspire students | X |  |
| Excellent interpersonal skills | X |  |
| Enthusiasm | X |  |
| Approachable, open and honest | X |  |
| Dedicated, conscientious and hard working | X |  |
| Commitment to safeguarding and the welfare of students | X |  |
| Commitment to the ethos of Caldicott | X |  |
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