



Cambridge Primary Education Trust (CPET) is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

This appointment is subject to an Enhanced DBS check and references.

<b>Role: SENCo (Supporting SEND across the Trust)</b>		<b>Closing Date:</b> <b>15/10/2018</b>	
<b>Name of Applicant:</b>		<b>Date:</b>	
<b>Name(s) of persons shortlisting:</b>			
CRITERIA	PERSON SPECIFICATION	Essential	Desirable
<b>Educational Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Post-graduate degree qualification</li> <li>• Evidence of involvement in CPD activities as a participant and a provider</li> <li>• Holder of National Award for SENCo</li> </ul>	✓  ✓ ✓	✓
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Teaching within the primary phase and a thorough knowledge of the primary curriculum</li> <li>• Experience of inclusion and leading SEND</li> <li>• Experience of quality assurance</li> <li>• Working in a variety of different schools</li> <li>• Active membership of a school management team</li> <li>• Strategic responsibilities in school leadership and management</li> <li>• Managing an area of school development</li> <li>• Contributing to school development and improvement planning</li> <li>• Leading and managing staff successfully</li> <li>• Working with governors</li> <li>• Leading an aspect of school improvement</li> <li>• Membership of the governing body as a teaching representative</li> <li>• Experience of working with external agencies</li> <li>• Experience of providing pastoral support to pupils and their families</li> </ul>	✓ ✓ ✓ ✓  ✓ ✓  ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓    ✓       ✓
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• The role of the leadership group within the school</li> <li>• The principles and practice of primary education at Early Years and Key Stages 1 and 2</li> <li>• Knowledge and understanding of working with pupils with special educational needs</li> <li>• The school's role in effectively providing for the needs of all pupils, including those with Special Educational Needs</li> <li>• The OFSTED Inspection Framework</li> <li>• The process and importance of school self-evaluation</li> </ul>	✓  ✓  ✓ ✓ ✓ ✓ ✓	

	<ul style="list-style-type: none"> <li>• The interpretation of value-added information, to assist class teachers in assessing pupil's progress</li> <li>• Bench-marking test results on a local and national basis</li> </ul>	✓ ✓	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Show evidence of vision, initiative and leadership in managing change to enhance and raise standards</li> <li>• Support the work of colleagues and provide staff development, with an understanding of its relationship to performance management</li> <li>• Involve staff, parents, governors and other stakeholders in the process of establishing a clear set of shared aims, objectives and values for the school</li> <li>• Listen and communicate effectively (both orally and in writing) to a variety of audiences</li> <li>• Work effectively as a member of the leadership team</li> <li>• Show strong interpersonal skills, responding appropriately to both adults and children</li> <li>• Have a calm approach and positive attitude to behaviour management</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓	
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Ability to manage change sensitively</li> <li>• Calm approach with pupils and colleagues</li> <li>• Ability to organise themselves and others</li> <li>• Ability to demonstrate initiative</li> <li>• Self-motivation</li> <li>• A high sense of moral purpose</li> <li>• An optimistic outlook</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓	
<b>Name of applicant:</b>		<b>Interview: YES/NO</b>	
<b>If no, please give reason:</b>			
<b>Signature:</b>		<b>Date:</b>	