

AVP SENCO PERSON SPECIFICATION

The Governors expect candidates to be effective in all the tasks outlined in the job description and will in addition, require the following:

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| Specification  | Essential | Desirable | Evidence |
| *Qualifications* |  |  |  |
| Qualified Teacher Status | ✓ |  | F |
| Degree | ✓ |  | F |
| The National Award SENCo (NASENCO) | ✓ |  |  |
| Continuing good record of professional development | ✓ |  | F |
| *Experience* |  |  |  |
| Skills to teach all Key Stages |  | ✓ | F |
| Achievement of high standards  | ✓ |  | L, I |
| Successful middle leadership experience | ✓ |  | L, I |
| Awareness of the value of assessment data in raising standards | ✓ |  | L, I |
| Use ICT to enhance learning | ✓ |  | L, I |
| Integration of the SMSC Agenda | ✓ |  | L, I |
| Effective verbal and written communication | ✓ |  | L, I, R |
| Ensure that the educational needs of all children are met  | ✓ |  | L, I, R |
| *Curriculum Knowledge KS3, KS4 and KS5* |  |  |  |
| Planning for all areas of learning meets the needs of all students | ✓ |  | L, I |
| Assessment procedures used to inform planning for teaching and learning for all students | ✓ |  | L, I |
| A broad and balanced curriculum for all students |  | ✓ |  |
| Understanding effective inclusion practice | ✓ |  | L, I |
| *Philosophy* |  |  | L, I |
| Clear understanding of how students learn and how their needs can be met | ✓ |  | L, I |
| Clear understanding and commitment to equality principles and practices | ✓ |  | L, I |
| Determination to overcome barriers, including attitudinal barriers to the effective inclusion of all students | ✓ |  | L, I |
| A commitment to high standards for all | ✓ |  | L, I |
| A commitment to self and Academy improvement | ✓ |  | L, I |
| *Other* |  |  |  |
| Fully supportive references | ✓ |  | R |
| Professional standard of dress in accordance with Q3 Staff code | ✓ |  | I |
| *DBS Clearance* |  |  |  |
| Working in an educational establishment, children’s day or residential care home | ✓Enhanced |  |  |
| Involved in caring, training, supervising or being in sole, unsupervised contact with children | ✓Enhanced |  |  |

Key to evidence sources:

F= application form, L= letter, I= interview, R= references

 **The Remaining Sections are for the Applicant’s Information Only**

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| **10. Disclosure and Barring Service (DBS) Requirements**: |
| In line with the Employer’s Safeguarding responsibilities, who is this position providing a service to? (please ✓as appropriate): | **Adults** | **Children** | **Neither** |
|  |  | DBS check is not requiredPlease continue to the next section. |
| **For Positions working with Children** | **Yes** | **No** | **Notes** |
| **Is the position** (a) working in a Specified place?  |  |  | If yes is answered for (a) and/or (b) then the Frequently or Intensive test (c) must also be met in order for the position to be subject to an Enhanced DBS check with a check against the Children’s Barring list. |
| (b) working in an “Unsupervised Activity”? |  |  |
| (c) if yes is answered for (a) and/or (b), is the  Frequently or Intensive test met? |  |  |
| **For Positions working with Adults** | **Yes** | **No** | **Notes** |
| **Is this position working with an Adult providing:*** health care
 |  |  | If **yes** is answered to **any** of the services listed (on the left)an Enhanced DBS check with a check against the Adult’s Barring list is required.Please note: There is no “frequency” test. If **none** of the services listed (on the left) are undertaken as part of the post **no** DBS check is required. |
| * personal care
 |  |  |
| * social work
 |  |  |
| * assistance with cash, bills and/or shopping
 |  |  |
| * assistance in the conduct of a person’s own affairs
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| * conveying or
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| * day to day supervision of a person carrying our any of the above activities
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| **11. Main Physical Activities/ Requirements of the Post.**Please ✓ if activity requires to be undertaken.The Academy will make reasonable adjustments that are necessary for the successful candidate to undertake any of these activities  |
| Lifting/manual handling/client handling |  | Prolonged standing or sitting  |  |
| Working at heights |  | Work with vibrating tools/machinery |  |
| Working in confined spaces |  | Bending |  |
| Working outdoors |  | Manual cleaning /domestic duties |  |
| Agricultural/gardening work |  | Food Handling |  |
| Work requiring respirators or masks |  | Rotating shift work or night work |  |
| Work requiring hearing protection |  | Driving Duties HGV/LGV/Minibus/Passenger carrying |  |
| Work with skin irritants/allergens/respiratory irritants/fine particles |  | Any other driving duties  |  |
| Use of computers |  | Using restraint |  |
|  |  | High mental stress content |  |
| Other main physical activities not listed above |  |

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| **12. Pre-employment/placement Medical** |
| A pre-employment/placement medical assessment with Occupational Health is required for any employee who is undertaking a safety critical post.A safety critical post is one that is likely to be exposed to:- * Noise (e.g. gardeners using mowers and highways road workers)
* Vibration
	+ Hand/arm vibration (e.g. gardeners using blowers and/or strimmers, road workers, arborists, cleaners using buffers and countryside workers
	+ Whole body vibration (e.g. tractor drivers)
* Hazardous substances (i.e. solvents, fumes, dusts, biological agents and other substances hazardous to health) (e.g. School Design and Technology Technicians)

Also, the following posts: Mini Bus Drivers, Trading Standards Officers, Vehicle Mechanics, School Crossing Patrol Operatives and employees working with asbestos require a pre-employment/placement medical. Night workers (e.g. care workers and concierge staff) will be given the option to receive pre-employment/placement screening if they are offered the position.   |
| Having reviewed the criteria outlined in Section 11 does this post require a pre-employment / placement medical assessment with Occupational Health? |  |  |

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| **13. Sickness Absence and Disability** | **Criteria** | **How Identified** |
| What does the job require in the way of a satisfactory sickness absence record?This criteria has been included on this specification for the candidate’s information only.  | Candidates should have less than 3 absences in the last 6 months or not more than 6 days absence over the 6 months period prior to the closing date of the post. Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. | This Information will be only obtained from the successful candidate after conditional offer of employment has been made.  |