

PERSON SPECIFICATION – Lead for SEND

Criteria	Requirements of the Post	Essential/ Desirable
Experience required to fulfil the role	<p>Responsibility for co-ordination of special educational provision for pupils with special educational needs</p> <p>Effective working practice with learning support agencies or other organisations</p> <p>Principles and practices in relation to effective leadership and the management of change</p> <p>Planning strategy which integrates recent developments and an ability to match this to organisational priorities</p> <p>Experience of dealing with confidential and sensitive issues.</p> <p>Experience of working successfully with a number of external child support agencies</p> <p>Experience of interpretation of policies and providing advice and guidance in relation to inclusion to aid in successfully working with a range of staff, parents and students</p>	<p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>
Skills and aptitudes	<p>Can articulate processes and systems for quality assurance and identification of areas for improvement within the area of responsibility</p> <p>Awareness of principles and practices of effective leadership and management of change</p> <p>Awareness of new/ relevant developments and initiatives in education</p> <p>Ability to co-ordinate the work of others to ensure desired outcomes are delivered</p> <p>Ability to maintain confidentiality and accuracy</p> <p>Ability to listen and empathise</p> <p>Have a working knowledge of support services</p> <p>Prioritise own workload whilst working to strict deadlines. Excellent organisational and time management skills and an ability to use initiative.</p>	<p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

	Highly developed interpersonal and communication skills	E
	Demonstrate professionalism when dealing with colleagues in challenging circumstances	E
	An ability to deal sensitively with pupils who may be frail or require mental, personal or physical support.	E
	ICT literate- excellent data base skills, spreadsheets, pupil passports and profiles.	D
Knowledge/Qualifications	First Degree or equivalent professional qualification	D
	National Award for Special Educational Needs Co-ordination	D
	Qualified teacher status	D
	Ability to teach English and/or Literacy	E (if QTS)
	Knowledge of current safeguarding legislation and procedures	E
	Understanding of data protection and the need maintain confidentiality	E
	Firm understanding of Inclusion agenda and related research and theory	E
	A relevant qualification in Dyslexia Awareness Training	D
	A knowledge of examination access arrangements for children with additional educational needs	D
	Knowledge of school improvement strategies and the process of school self-evaluation	D
	Knowledge of school administration systems	D