

## SEND Team Leader Person Specification

	JOB REQUIREMENTS	Essential	Preferred	Assessed
<b>Knowledge, Experience and Skills</b>	GCSE / CSE in English and Maths, grade C or above	✓		A
	Experience of working in a busy and demanding SEN department.	✓		A, I
	Experience of managing a Teaching Assistant Team		✓	A, I
	Demonstrate a good working knowledge of various computer software packages including Microsoft Word, Excel and Outlook	✓		A, I
	Knowledge of SIMs software relating to SEN students		✓	A, I
	JOB COMPETENCIES	Essential	Desirable	
<b>Leading &amp; Supervising</b>	Provides others with clear direction, delegating work appropriately and fairly.	✓		A, I
	Sets appropriate standards of behaviour and manages performance effectively.	✓		I
	Deals with issues sensitively and with empathy.	✓		I
<b>Organising and Executing</b>	Able to work to deadlines and a willingness to respond positively to all aspects of work	✓		A, I
	Able to be an effective timekeeper and able to manage and organise own time	✓		A, I
	Demonstrable attention to detail	✓		A, I
	Able to use initiative and seek appropriate solutions to problems	✓		I
<b>Supporting and Co-operating –</b>	Excellent team worker	✓		I
	Builds good relationships and relates well to people at all levels in sometimes difficult circumstances. Providing support and caring for others when required.	✓		I
<b>Adapting and Coping</b>	Evaluating and prioritising SEN needs appropriately	✓		I
	Ability to work independently to ensure the smooth running of the SEN department whilst frequently interrupted in a busy work environment	✓		I
	Able to handle conflict or sensitive situations with tact and compassion	✓		I
	Ability to maintain a calm approach and work effectively under pressure	✓		A, I
<b>Interacting &amp; Presenting</b>	Influencing and persuading others to achieve smooth running of the SEND Office	✓		I
<b>Child Protection</b>	A commitment to the responsibility of safeguarding and promoting the welfare of your people	✓		I
	Enhanced DBS disclosure ( <i>to be completed by preferred candidate following interview</i> )	✓		I
	Willingness to undertake Child Protection and Recognition of Abuse training when required	✓		I

A = by application, I = assessed on Interview Day