**HEAD OF LEARNING SUPPORT DEPARTMENT: SENCO**

**Person Specification**

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| **QUALIFICATIONS** | **Essential** | **Desirable** |
| Educated to honours degree or above |  |  |
| Qualified Teacher Status (QTS) |  |  |
| National Award for SEN Co-ordination |  |  |
| Post Graduate Qualifications (Masters degree or similar) |  |  |
| Evidence of relevant continuing professional development |  |  |
| **TEACHING & LEARNING** | **Essential** | **Desirable** |
| Four or more years teaching experience |  |  |
| Experience of teaching in the secondary sector with proven track record of improving students’ progress |  |  |
| Excellent understanding of strategies to enable students to overcome barriers to progress including both learning and emotional/behavioural barriers |  |  |
| Experience of being involved in successful primary to secondary transition activities |  |  |
| Excellent understanding of how pupil premium funding can be used effectively |  |  |
| **KNOWLEDGE** | **Essential** | **Desirable** |
| Excellent professional knowledge and understanding |  |  |
| An understanding of the strategic role of the SENCO and latest relevant legislation |  |  |
| An understanding of assessment strategies and the use of assessment for determining the next stages of teaching and learning |  |  |
| A good understanding of child protection procedures |  |  |
| **LEADERSHIP & MANAGEMENT** | **Essential** | **Desirable** |
| Lead by example |  |  |
| The ability to undertake performance management line management role |  |  |
| The ability to build positive working relationships with colleagues |  |  |
| The ability to hold others to account |  |  |
| Inspire confidence in students, staff, parents and governors |  |  |
| Committed to CPD of self and others |  |  |
| Previous middle leadership experience |  |  |
| **SKILLS** | **Essential** | **Desirable** |
| The ability to work in a team collaboratively with others |  |  |
| Excellent communication skills and the ability to understand the views of others |  |  |
| Excellent interpersonal skills |  |  |
| The ability to organise and prioritise work effectively |  |  |
| High level ICT skills |  |  |
| Ability to make decisions and suggest solutions |  |  |
| **PERSONAL QUALITIES** | **Essential** | **Desirable** |
| Ability to motivate students to maximise progress and achieve their full potential |  |  |
| Demonstrate a positive attitude that reflects the ethos of the school |  |  |
| Firm but fair and caring approach |  |  |
| Flexibility and willingness to develop skills / career further |  |  |
| Resilience and stamina |  |  |
| Have high personal professional standards |  |  |
| Willingness to be involved in extra-curricular activities |  |  |