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**St Josephs Catholic Primary School**

**Person Specification – Assistant Headteacher/Inclusion Manager**

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| **Criteria** | **Essential** | **Desirable** |
| Education Training Qualification Certification | The SENCO must:  Have qualified teacher status  Either already have or be willing to undertake the accredited SENCO qualification within 2 years of being in role.  A secure knowledge of the new National Curriculum and understanding of current theory and best practice in teaching and learning. | The SENCO may also have:  Additional qualifications relevant to the role  Recent additional training  Training in intervention strategies:  Numicon, Reading Recovery etc |
| Teaching Experience | The SENCO must:  Be a qualified teacher with at least three years’ experience  Have experience of primary teaching  Have experience of leading the training of others  Have experience of setting targets, monitoring and evaluating progress  Commitment to personal welfare and safeguarding of children | In addition the SENCO might have had experience of:  Evidence of exceptional practice recognised by external and internal sources  Experience in a number of year groups  Working as part of a Senior Leadership Team  Dealing successfully with challenging and sensitive situations within a primary school |
| Professional and personal qualities | The SENCO will possess excellent interpersonal skills:  Passionate  Caring  Honest  Professional at all times  Collaborative team member, who is willing to share and reflect openly  Self-motivated and can adopt a flexible approach to working  Maintain confidentiality  Sense of humour/fun | Is able to demonstrate the application of these qualities in a school setting  Ability to motivate colleagues by example  Can demonstrate commitment to the wider life of the school |
| Knowledge and understanding | The SENCO will have knowledge and understanding of:  The statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and SEND  The theory and practice of providing effectively for the individual needs of all children  Planning and implementing an effective teaching programme and Individual Education Plans, including the monitoring, assessment, recording and reporting of pupils’ progress  How to use ICT effectively as an integral part of teaching and learning |  |
| Skills | The SENCO will be able to:  Promote the school’s aims positively, and use effective strategies to enhance motivation and morale  Establish and develop a sound professional relationship with a class and groups of pupils  Organise and sustain systematic support from a variety of providers for a range of SEND  Manage the coordination of teaching assistants in support of SEND pupils  Advise and motivate teaching staff with SEND initiatives  Present clearly a wide range of specialised information to both educationalists and non-educationalists  Make consistent judgements based on careful analysis of available evidence  Develop excellent professional relationships within a team  Establish and develop appropriate relationships with parents, governors and the community  Present and communicate effectively to a variety of audiences  Develop policy | In addition, the SENCO might also be:  Confident in the use of information technology  Good at influencing and negotiating with others |
| Interests | Has interests out of school and an enthusiasm for life | Brings personal interests and enthusiasms to the school community |