



Queen's Manor Primary School

Person Specification for Assistant Headteacher (Inclusion and SEND)

Qualifications

1. Qualified Teacher Status
2. Recognised relevant professional qualifications
3. Recent and relevant professional development

Experience – show evidence of

4. Recent experience of working successfully as a SENCO in a school
5. Evidence of a whole school responsibility and experience of turning policy into successful practice
6. Teaching and managing SEND within a primary or specialist setting
7. Experience in a designated management or leadership role, either as a curriculum leader and/or member of a Senior Leadership team
8. Evidence of professional development taken in the last two years relevant to current SEND / management issues
9. Experience of leading INSET and evidence of supporting colleagues

Knowledge and Understanding

10. Ability to lead and manage a team
11. Experience of identifying pupils for intervention programmes
12. An understanding of multi-agency working
13. Developments and initiatives relating to teaching, learning and assessment of pupils with SEND
14. Experience of monitoring teaching and learning
15. Knowledge of current educational legislation including the current SEND Code of Practice
16. Statutory regulations and guidance relating to the post
17. The role of Assistant Headteacher and how this will develop in partnership with the Headteacher

Professional / Personal Skills

Can demonstrate the ability to:

18. Analyse data, to evaluate the performance of pupil groups, pupil progress and plan an appropriate course of action for key groups of pupils, including SEND, Pupil Premium and vulnerable children
19. Review whole school systems to ensure the robust evaluation of school performance and actions to secure improvements
20. Lead and manage a school team(s) to successfully achieve agreed goals
21. Be an effective team player: open, positive, motivated and proactive, who works collaboratively and effectively with others
22. Assess, record and report on the achievements of pupils in accordance with the school policies and procedures
23. Set clear targets for children's learning and use assessment information to inform all aspects of planning
24. Develop and deliver effective and inspirational professional development for staff (including mentoring and coaching, as appropriate)
25. Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate)
26. Contribute effectively to the work of the Headteacher
27. Deal successfully with situations that may include tackling difficult situations and conflict resolution
28. Ability to communicate orally and in writing to a wide range of audiences including a working knowledge of ICT for teaching and administrative purposes
29. Work successfully with a range of external agencies

Personal Qualities

30. Enthusiasm and energy
31. Reflective and analytical of own practice
32. Able to adapt to changing circumstances and new ideas in a positive and creative manner
33. Effective team player that works collaboratively with others
34. Able to demonstrate resilience under pressure
35. Ability to deal with sensitive issues in a professional manner
36. High level of organisational and time management skills

37. Ability to retain confidentiality regarding school matters
38. Excellent interpersonal skills and be able to develop positive relationships with all members of the school community

Commitment

- a. Demonstrate a commitment to:
- b. Equalities
- c. Promoting the school's vision and ethos
- d. Raising standards and accelerating pupil progress
- e. High quality, stimulating learning environment
- f. Relating positively to and showing respect for all members of the school and wider community
- g. Ongoing relevant personal and professional self-development
- h. Safeguarding and child protection