

West Riding

Person Specification

Post Title: Assistant Headteacher and SENCo Salary and grade: L6 – L10 £47,735 - £52,722 FTE: Full time.

	Essential	Desirable	How Assessed
Qualifications & Experience			
At least 2 years proven Senior or Middle leadership	✓		AF/I/R
experienced			
Recent effective teaching experience with children and		✓	AF/I/R
young people with special educational needs including			
Autism	✓		AF/I/R
Experience of developing and using systems for monitoring			
and tracking students' progress	✓		AF/I/R
Experience of implementing systems to monitor and			
evaluate the quality of teaching and learning			AF/I/R
Successful experience of improving teaching and learning	✓		
and raising standards		✓	AF/I
 Successful experience of policy development, 			
implementation, evaluation and review.			
	✓		AF/I/R
Experience of curriculum planning, development and innovation.			
	✓		AF/I
Experience of using a range of strategies to enhance the			
personal development of students.	✓		AF/I/R
Experience of working co-operatively with internal and			
external partners.	✓		AF/I/R
Evidence of successfully leading, managing and evaluating			
school-wide change or development activities.	✓		AF
 Qualified Teacher Status (QTS or QTLS). 		✓	AF
 Evidence of continuing professional development (CPD). 		✓	AF
 Practicing NASENCo qualification 	✓	✓	AF
 Certificate of competency of educational testing (CCET) 		✓	
Degree or equivalent.	_	✓	
 Additional professional qualifications. 	✓		
 Leadership skills - to inspire and motivate other teachers, 	_		
model good practice, and develop a whole school	✓		
commitment to supporting pupils with SEND			
•			
Knowledge and Understanding of:			
 The characteristics of highly effective schools 	✓		AF/I
 Current OFSTED framework for Inspecting Schools and 		✓	AF/I
Academies	✓		AF/I
 Strategies for improving students' learning and achievement 			
 Strategies for promoting students spiritual, social, moral and 	✓		AF/I
cultural development, including knowledge about citizenship			
and ethnic and cultural diversity	✓		AF/I/
 Strategies for promoting good behaviour and discipline 			
Developing self and working with others			
Commitment to further professional development and			
training.	✓		AF/I
Ability to support with recruitment, training and management			
of staff	✓		AF/I
Ability to ensure appropriate professional development and			

	support for all staff	✓		I
•	Ability to provide a cycle of regular meetings with different			
	groups of staff appropriate to the effective management of	✓		I/R
	the school			
•	Ability to contribute to and share quality practice with the	✓		15/1/5
	TA's, teachers and team.	~		AF/I/R
•	Demonstrate ability to work sensitively and effectively with	√		A E /I /D
	parents/carers as agreed.	•		AF/I/R
•	Ability to advise and inform the Trust / Governors on all	✓		A = /1/D
	relevant matters	·		AF/I/R
•	To attend and provide written reports for meetings of the		✓	
	Trust and Governing Body		•	'
•	Make presentations about school matters to a variety of		✓	1
	audiences as required			•
•	Develop and maintain relationships with other schools and			
	agencies and community groups.		\checkmark	1
•	Develop and maintain relationships with local external			•
1	curriculum providers with whom the school works closely.		\checkmark	ı
•	Ability to arrange for the effective promotion of the school			
•	Be pro-active in the development of building the school's		\checkmark	I
	ethos		,	
•	Ensure full and appropriate pastoral support for students		√	I
•	Manage and play a key role in developing and maintaining		✓	I
	students personal development.			
•	To deliver first class teaching opportunities.	√		AF/I
•	Extend links with organisations and businesses to enrich and enhance provision	•		AF/I
•	Support and encourage students and staff in a wide range of	✓		Λ 🗆 /Ι
•	extra-curricular activities and study support		✓	AF/I AF/I
•	Promote equal opportunity in all aspects of school life	✓		AF/I
•	interpersonal skills - for building relationships/partnerships	✓	\checkmark	AF/I
	with parents, teachers, and external professionals			7 (1 / 1
	The parameter of and other are presented and			AF/I
Pe	rsonal Qualities and Attributes			
•	Excellent interpersonal skills with the ability to enthuse,	✓		I
	inspire and motivate others			
•	Clear vision, ambition and drive	√		ļ ļ
•	Child-centred and commitment to raising achievement	√		! !
•	Self-reflective practitioner	· /		
•	Good time management, personal organisation skills and	•		ı
1	ability to prioritise			
•	Ability to work under pressure and remain positive and	✓		I/R
	enthusiastic	✓		I/R
•	Open and approachable	✓		1/13
•	Conscientious, honest and reliable			
•	Capacity to make dynamic risk assessments and remain	✓		I/R
	calm in challenging circumstances			
•	Energy, enthusiasm, adaptability, creativity and a good	✓		I/R
1.	sense of humour.	✓		
•	Smart professional appearance that adheres to the staff code of conduct.	· /		AF/I/R
1_		-		
•	The ability to form positive relationships with children and young people, parents, carers, a range of professionals and	✓		
	the wider community.	•		A = //
	Effective ICT skills.			AF/I
•	written communication skills - for writing learning and	✓		
-	support plans, reports on pupil progress, and training and	✓		
	guidance for staff			
	empathy and emotional intelligence, for recognising and	✓		
, ,	empany and emotional intelligence, for recognising and			

responding sensitively to, the needs of pupils and parents		
Safeguarding		
 Suitability to work with, and ability to form and maintain appropriate relationships and personal boundaries with children 	√	I/R
 A commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults 	✓	AF/I/R
An understanding of and commitment to equal opportunities issues both within the work place and the community in general.	✓	AF/I
 general A criminal record check at and enhanced level 	✓	DBS
 Exempt from the rehabilitation of Offenders Act, 1974 (All spent convictions to be declared) 	✓	AF
Physical requirements		
 No serious health problems which is likely to impact upon job performance; (that is, one that cannot be accommodated by reasonable adjustments) 	✓	I/R
 Good sickness/attendance record in current/previous employment, college or school as appropriate, (not including absences resulting from disability) 	✓	I/R

Key: AF – Application Form I – Interview R – Reference

This specification has been prepared in accordance with the requirements of the Equal Opportunities in Employment Policy. We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

In the event of a large number of applicants meeting the essential criteria, desirable criteria or occupational testing may be used as a further shortlisting tool. Disabled applicants who meet the essential shortlisting criteria will be guaranteed an interview.