

| CRITERIA                           | ESSENTIAL QUALITIES   | DESIRABLE QUALITIES  |
|------------------------------------|---|--|
| <b>Qualifications and training</b> | <ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• National Award for SEN Coordination</li> <li>• Degree</li> <li>• STEPs trained</li> </ul>  | <ul style="list-style-type: none"> <li>• STEPs trainer</li> </ul>  |
| <b>Experience</b>                  | <ul style="list-style-type: none"> <li>• 5 years teaching experience</li> <li>• Experience of working at a whole-school level</li> <li>• Involvement in self-evaluation and development planning</li> <li>• Experience of conducting training/leading INSET</li> </ul>  | <ul style="list-style-type: none"> <li>• Experience of teaching across different key stages</li> <li>• Experience of line managing staff</li> <li>• Experience of working with children with a broad range of SEND (ASD, ADHD, ODD, MH, SEMH etc)</li> </ul> |
| <b>Skills and knowledge</b>        | <ul style="list-style-type: none"> <li>• Sound knowledge of the SEND Code of Practice</li> <li>• Understanding of what makes 'quality first' teaching, and of effective intervention strategies</li> <li>• Ability to plan and evaluate interventions</li> <li>• Data analysis skills and the ability to use data to inform provision planning</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to build and sustain effective working relationships with other professionals</li> <li>• Ability to influence and negotiate</li> <li>• Excellent record-keeping skills</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of decision making at higher levels eg. monitoring the cost of effective spending</li> </ul>   |
| <b>Leadership Skills</b>           | <ul style="list-style-type: none"> <li>• Ability to create and manage effective monitoring systems</li> <li>• Ability to set realistic goals for yourself, your team and prioritise</li> <li>• Ability to maintain a culture of high expectations</li> <li>• Ability to problem solve under pressure</li> </ul>   | <ul style="list-style-type: none"> <li>• Ability to hold staff accountable and exercise appropriate delegation</li> <li>• Ability to demonstrate vision with regard to strategic curriculum and professional development</li> </ul>                          |
| <b>Personal qualities</b>          | <ul style="list-style-type: none"> <li>• Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school</li> <li>• Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> </ul>   | <ul style="list-style-type: none"> <li>• Conscientious</li> <li>• Highly organised</li> <li>• Calm &amp; understanding</li> <li>• Positive outlook</li> <li>• Proactive</li> </ul>   |

**Note:**

*This job description may be amended at any time in consultation with the postholder*