

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

Note:

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