

Assistant Headteacher / Inclusion Lead - Person Specification

	Criteria	Importance	
		Essential	Desirable
Qualifications and general experience	Qualified teacher (B. Ed or 1 st degree with PGCE)	✓	
	At least 5 years successful teaching	✓	
	Proven track record of outstanding teaching	✓	
	Experience of leading a subject or initiative across the school	✓	
	Experience of leading a team of people at Year or Phase Level	✓	
	SENCO qualification	✓	
Leadership Skills	Ability to lead and manage change and work under pressure of circumstances	✓	
	Work collaboratively across the wider Trust's leadership team to drive inclusive practice	✓	
	Demonstrate the ability to lead, coordinate and delegate	✓	
	Ability to develop and empower individuals,	✓	
	Evidence of successfully leading and sustaining educational initiatives	✓	
	Ability to review, monitor and evaluate progress and results for children with SEND	✓	
	Ability to motivate children, staff and parents	✓	
	Excellent classroom practitioner who can lead by example	✓	
	Evidence of highly developed coaching skills		✓
	In-depth knowledge and experience of Child protection and Safeguarding procedures		✓
Teaching and Learning	Able to demonstrate and model effective teaching through personal example	✓	
	A secure understanding of the EYFS Framework and the national curriculum	✓	
	Knowledge of appropriate interventions to support pupils at risk of slipping behind their peers	✓	
	Understands how curriculum planning relates to pupil assessment, monitoring and target setting	✓	
	Knowledge and understanding of how pupil assessment data can be used to bring about improved opportunities for children and influence teaching, learning and strategic planning	✓	
	Understanding of and commitment to promoting and safeguarding the welfare of pupils	✓	
	Confident use of IT	✓	

	Experience of leading staff Professional Development with examples of impact on learning	✓	
	Commitment to promoting home-school partnerships	✓	
Knowledge and Understanding	A sound understanding of the SEND code of practice	✓	
	Ability to support teachers to identify children's barriers to learning and plan effective strategies to accelerate progress	✓	
	Knowledge of new technologies, their use and impact	✓	
	Ability to build and sustain a learning community	✓	
	Experience of working in collaboration with other educational bodies and the wider community to develop positive relationships	✓	
	Knowledge of key considerations in effective management and deployment of people and other resources	✓	
	Knowledge of strategic planning processes	✓	
	Knowledge of strategies which encourage parents and carers to support their children's learning	✓	
	Knowledge of strategies for communication, both within and beyond the school	✓	
	Understanding of models of positive behaviour and attendance management	✓	
	In-depth knowledge and experience of Child Protection and Safeguarding procedures		✓
	Accountability	Experience of communicating effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents, governors	✓
Ability to provide clear information and advice to staff and governors		✓	
Personal attributes and skills	Ability to build and maintain good relationships	✓	
	Approachable and has integrity	✓	
	Ability to organise work, prioritise tasks, make decisions and manage time effectively, ensuring deadlines are met	✓	
	Flexible, has strength of character, is a good listener and an effective communicator	✓	
	Prepared to ask for advice and support where necessary	✓	
	Able to remain positive and enthusiastic when working under pressure and demonstrates stamina and resilience	✓	
	Has a presence which inspires confidence	✓	
	Energetic and enthusiastic	✓	
	Demonstrate strong emotional intelligence	✓	
	Excellent communicator	✓	
	Committed to CPD of self and others within the school	✓	