

| CATEGORY  | ESSENTIAL | DESIRABLE | EVIDENCE    |
|---|-----------|-----------|-------------|
| <b>EXPERIENCE</b>   |           |           |             |
| Mainstream secondary school teaching of the National Curriculum   | ✓         |           | App         |
| Previous post of responsibility within schools  | ✓         |           | App         |
| Relevant experience   | ✓         |           | App/Int     |
| Management and development of the curriculum  |           | ✓         | App/Int     |
| Team management/staff development responsibility  | ✓         |           | App/Int     |
| Resource management, including budgetary involvement  |           | ✓         | App/Int     |
| Experience / evidence of working with external agencies   | ✓         |           | App/Int     |
| <b>EDUCATION AND TRAINING</b>   |           |           |             |
| Teaching qualifications, including SENCO qualification (statutory requirement), or willingness to achieve SENCO qualification within 1 year if not currently held | ✓         |           | App/Cert    |
| Degree or equivalent  | ✓         |           | App/Cert    |
| Further <b>relevant</b> qualifications  |           | ✓         | App/Cert    |
| Participation in external professional development in last 3 years  | ✓         |           | App/Int     |
| Delivery of programmes of professional development to staff   |           | ✓         | App/Int     |
| <b>APTITUDES (ABILITIES AND SKILLS)</b>   |           |           |             |
| Ability to develop and manage appropriate and efficient administrative systems  | ✓         |           | Int/Ref     |
| Sound organisational skills   | ✓         |           | Int/Ref     |
| Attention to detail and presentation  | ✓         |           | Int/Ref/App |
| <b>INTERPERSONAL SKILLS</b>   |           |           |             |
| Ability to listen/communicate clearly with a range of audiences   | ✓         |           | Int/Ref     |
| Ability to persuade, negotiate, motivate and consult  | ✓         |           | Int/Ref     |
| Ability to offer support and challenge and to foster positive relationships with adults/students  | ✓         |           | Int/Ref     |
| Ability to lead and work as part of a team  | ✓         |           | Int/Ref     |
| <b>MANAGEMENT SKILLS</b>  |           |           |             |
| Ability to relate management information to decision making at all levels, including the monitoring of cost effectiveness in spending                             | ✓         |           | Int/Ref     |
| Ability to demonstrate vision, leadership and clarity of purpose  | ✓         |           | Int/Ref/App |
| Ability to set realistic targets and priorities   | ✓         |           | Int/Ref     |
| Ability to demonstrate a range of management and leadership styles appropriate to the situation   | ✓         |           | Int/Ref     |
| Ability to manage change  | ✓         |           | Int/Ref/App |
| Ability to problem solve, particularly under pressure   | ✓         |           | Int/Ref     |
| Ability to monitor and evaluate the performance of area   | ✓         |           | App/Int/Ref |

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| <b>LEADERSHIP SKILLS</b>   |   |  |             |
|--|---|--|-------------|
| Ability to create and manage effective monitoring systems                                      | ✓ |  | Int/Ref     |
| Ability to demonstrate vision with regard to strategic curriculum and professional development | ✓ |  | Int/Ref/App |
| Ability to set realistic targets and priorities  | ✓ |  | Int/Ref     |
| Ability to hold staff accountable and exercise appropriate delegation                          | ✓ |  |             |
| Ability to maintain a culture of high expectations   | ✓ |  | Int/Ref/App |
| Ability to problem solve, particularly under pressure  | ✓ |  | Int/Ref     |

| <b>JOB SPECIFIC REQUIREMENTS</b>  |   |  |         |
|---|---|--|---------|
| Commitment to SEND  | ✓ |  | Int/App |
| Commitment to establish/maintain high educational standards within the school ensuring appropriate levels of challenge, guidance and support for pupils   | ✓ |  | Int/App |
| Ability to use performance data to guide school improvement   | ✓ |  | Int/App |
| Ability to support staff in regularly monitoring and evaluating student progress  | ✓ |  | Int/App |
| Ability to ensure the development of coherent and consistent assessment strategies to enable appropriate monitoring of individual progress  | ✓ |  | Int     |
| Ability to promote the school within its community, including the family of schools   | ✓ |  | Int     |
| Commitment to parental involvement  | ✓ |  | Int/App |
| Evidence of a thorough understanding of, and ability to implement, all SEN related <b>statutory responsibilities</b> to ensure the school's compliance with the SEND Code of Practice and any other current legislation | ✓ |  | Int/App |
| Awareness of the current issues and trends in Education   | ✓ |  | Int/App |
| Understanding of the 11-18 curriculum models  | ✓ |  | Int/App |
| Experience of working with Support Staff  | ✓ |  | Int/App |
| To articulate a clear educational philosophy consistent with the person specification and background information  | ✓ |  | Int/App |

**Evidence:**    **App** = Application    **Int** = Interview    **Cert** = Certificate    **Ref** = References