# Cavendish Primary School

# Person Specification: Assistant Head Teacher SENCo- with responsibility for Inclusion

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|  | **Essential** | **Desirable** |
| **Qualifications** | Qualified Teacher Status  Hold or currently completing National Award for SEN Co-ordination  A commitment to further professional development | Evidence of own professional development in the field of SEN and or inclusion |
| **Experience** | Experience of:  - Successful class teaching in Primary phase  - Inclusion and safeguarding (e.g.: Designated Lead, Safer Recruitment)  - Planning for a range of children with SEN/G&T, including  - writing and reviewing of Child Support Plans.  - Working effectively with outside agencies to support  children in own class with SEN.  -To have at least 3 years’ experience in a mainstream classroom | Experience of working with external agencies and professionals.  Holding Child Support Plan meetings with parents  Seeking the support / advice of external professionals.  Attending an Annual Review high block funded pupils and pupils with statements  Contributing to the school Provision Map  Handling of referrals and associated assessments |
| **Knowledge and understanding** | The SEN code of practice  Equality Duty and Local offer  Provision Mapping  Wave 1,2 and 3 intervention  Knowledge of the curriculum and quality first teaching  Knowledge of specific group and individual programmes |  |
| **Skills** | Seek and take advice from external agencies.  Manage his/ her time effectively.  Work collaboratively with others in meeting the needs  of a range of groups.  Analyse and interpret data regarding the progress of  pupils |  |
| **Personal**  **Characteristics** | Extremely well organised  Passionate about inclusion  Confident in approaching external agencies  Able to motivate self and others.  Stay calm under pressure.  Have excellent communication skills with a range of adults.  Self motivated |  |