



'Enabling every child to fulfil his/her potential in a nurturing Christian environment.'

Assistant Headteacher & SENCO Employee Specification Form

JANUARY 2021

Listed below are the **personal attributes** required to fulfil the duties listed in the Job Description that candidates should refer to when completing their application.

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications Qualified teacher Status Evidence of continuing professional development relating to curriculum, teaching and learning and developing of leadership skills National Award for SEN Co-ordination, or a willingness to complete within 3 years of appointment	A A A/I	School management training Experience of leading / delivering whole school training and INSET Qualifications relating to areas of SEND	A A/I A
Experience Evidence of success at leading and managing people and change Proven excellence as a classroom teacher in more than one age phase and ability to share good practice Proven success in raising standards and impacting upon the wider community Successful experience of monitoring, evaluating and improving the quality of teaching and learning	A/I A/I A/I A/I	Commitment to Christian ethos of a church school Experience in a middle leadership role Experience as a team leader in the performance management of staff Experience of working with outside agencies Successful experience of promoting the personal, cultural and spiritual development of pupils Experience of teaching in more than one school	A/I A/I A/I A/I A/I A
Knowledge and skills Effective interpersonal and communication skills; both written and oral Learning from a range of training for current educational issues An ability to inspire others, lead by example and develop team members Innovative approach to teaching and learning and the drive to make improvements with an understanding of effective intervention strategies Sound knowledge of the SEND Code of Practice An ability to provide a caring, cooperative atmosphere for children and to create a challenging, disciplined and effective learning environment Understanding of and commitment to promoting and safeguarding the welfare of pupils	A/I A/I A/I A/I I A/I A/I	Ability to update and monitor policies and procedures Use of data analysis to inform school development and evaluation A natural ability to empathise with families and children	A/I A/I A/I
Special Requirements Must have clear vision and leadership skills Be able to provide support for vulnerable children & families The ability to remain positive and enthusiastic when under pressure Have a vision for developing church school links and the Christian spiritual development of the school Excellent role model, professional and loyal	A/I A/I A/I A/I A/I	Career progression aspirations Integrity to stand by and promote the ethos, vision and mission of the Trust, school governors and SLT Ability to challenge staff whilst maintaining well-being and care Active involvement in a church which is a member of Churches Together in Britain and Ireland	I A/I A/I A/I