



Person Specification

Job Title:	Director of Additional Educational Needs
Date:	March 2022
Status:	Final

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting checks
Knowledge and qualifications					
1. Qualified Teacher Status.	E	✓			✓
2. BA degree in relevant subject area (or related to the subject area) or relevant in-depth knowledge of subject area.	E	✓			✓
3. SEND/SENCO qualification or is willing to work towards Masters-level National Award for Special Educational Needs Co-ordinator.	E	✓			✓
4. Knowledge of the needs of students with additional educational needs.	E	✓		✓	
5. Knowledge of successful strategies in the teaching of students with additional educational needs, and national initiatives related to SEND.	E	✓		✓	
6. Relevant knowledge of current educational issues and research and development in teaching and learning.	E	✓		✓	
7. Ability to use comparative data to establish benchmarks, target resources and raise achievement.	E	✓	✓	✓	
8. Experienced Lead Designated Safeguarding training.	D	✓		✓	✓
Experience					
9. Substantial experience of outstanding teaching at KS3 and KS4.	E	✓		✓	✓

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10. Substantial experience of outstanding teaching of students with additional needs.	E	✓		✓	✓
11. Experience of leading staff to develop practice and raise standards.	E	✓		✓	✓
12. Experience of target setting, reporting and monitoring SEN students.	E	✓		✓	✓
13. Experience of developing personalized timetable.	E	✓		✓	
14. Line management experience.	E	✓		✓	✓
15. Experience of coordinating Access Arrangements.	D	✓		✓	
16. Evidence of relevant professional development relevant to the SENDCo role.	E	✓		✓	
Skills and competencies					
17. Use of ICT in teaching as a tool for assessment and recording student progress.	E	✓		✓	
18. Identify the need and implement/oversee strategies to reduce barriers to learning for students on School Support/EHCP.	E	✓		✓	
19. Excellent classroom practitioner with evidence of practice at KS3 and KS4.	E	✓		✓	
20. Evidence of teaching experience within a specialist curriculum area and extra-curricular areas.	E	✓			
21. A good understanding of current thinking about learning and assessment.	E	✓		✓	
22. Ability to build positive relationships with others, communicating clearly both orally and written.	E	✓		✓	
23. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E			✓	✓

Other					
24. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role.	E	✓		✓	✓
25. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role.	E				✓
26. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible.	E	✓	✓	✓	
27. Highly motivated to improve outcomes for all learners, particularly those who are vulnerable or have challenging behaviour.	E			✓	