



All Hallows Catholic High School

Person Specification

Special Educational Needs & Disabilities Co-ordinator

APPLICATION FORM AND LETTER	ESSENTIAL	DESIRABLE	EVIDENCE A – Application I – Interview R- Reference
Qualifications			
• Qualified teacher status	✓		A
• Degree	✓		A
• Post-graduate qualification in SEND or;		✓	A
• A commitment to achieving a post graduate qualification in SEND	✓		
• Evidence of continuing professional development	✓		A
Professional Experience			
• Qualified Teacher who has undertaken appropriate training and has the necessary knowledge to undertake the duties of the post	✓		A
• The ability to develop SEND strategies for supporting pupils' individual needs in and beyond the classroom	✓		A /I
• A commitment to pastoral care as a positive support to learning	✓		A /I
• The ability to establish successful relationships at all levels and can work as a member of a team	✓		A, I/R
• Excellent classroom practitioner	✓		I/R
• Management experience		✓	A/I/R
• Experience of teaching in a Catholic school		✓	A/I
• A sound knowledge of SEND and its impact on the learning and young people	✓		A/I
• Understanding of SEND legislation and the SEND Code of Practice 2015	✓		A/I
Professional Development			
• Has demonstrated a commitment to own development	✓		A/I/R
• Evidence of potential to lead and manage Teaching Assistants	✓		A/I
• Recent in-service training in leadership and management		✓	A/I
• Evidence of leading/managing an initiative	✓		A/I
• Ability to demonstrate an impact of CPD across the school		✓	A/I
Strategic Leadership			
• Ability to share a vision of Catholic Secondary Education	✓		A/I
• Successful evidence of motivating staff	✓		A/I
• Evidence of leading a development within a SEND department and achieving a successful outcome		✓	A/I
• Evidence of managing and evaluating change	✓		A/I
• Demonstrate knowledge of Safeguarding, Health and Safety and GDPR		✓	A/I

Teaching and Learning			
<ul style="list-style-type: none"> Proven track record of successful teaching and learning leading to positive improvement 	✓		A/I
<ul style="list-style-type: none"> Knowledge or experience of a range of successful teaching and learning strategies to meet the needs of SEND students 	✓		A/I
<ul style="list-style-type: none"> A secure understanding of assessment strategies and the use of assessment to inform next stage learning in both key stages 3 & 4 	✓		A/I
<ul style="list-style-type: none"> Experience of effective monitoring and evaluation of teaching and learning and feedback 	✓		A/I
<ul style="list-style-type: none"> Experience of characteristics of effective learning environments and key elements of successful behaviour management 	✓		A/I
Leading and Managing Staff			
<ul style="list-style-type: none"> Evidence of leading projects in an SEND department 		✓	A/I/R
<ul style="list-style-type: none"> Demonstrate understanding of the purpose of performance management and professional development 	✓		A/I/R
<ul style="list-style-type: none"> Understanding of finance and resource management 		✓	A/I/R
Accountability			
<ul style="list-style-type: none"> Ability to communicate effectively, orally and in writing to a range of audiences 	✓		A/I
<ul style="list-style-type: none"> Evidence of use of data for self-evaluation and improvement strategies 	✓		A/I
<ul style="list-style-type: none"> Demonstrate an awareness of managing underperformance 	✓		A/I
<ul style="list-style-type: none"> Lead sessions to develop knowledge of staff 		✓	A/I
Skills, Qualities and Abilities			
<ul style="list-style-type: none"> Strong commitment to the mission of a Catholic school 	✓		A/I
<ul style="list-style-type: none"> Commitment to a high profile presence in and around the school 	✓		A/I
<ul style="list-style-type: none"> High expectation of pupils' learning and attainment 	✓		A/I
<ul style="list-style-type: none"> Strong commitment to school improvement and raising achievement for all 	✓		A/I
<ul style="list-style-type: none"> Ability to build and maintain excellent relationships 	✓		A/I
<ul style="list-style-type: none"> Ability to remain enthusiastic when working under pressure 	✓		A/I
Letter of Application			
<ul style="list-style-type: none"> Letter should be clear, concise and presented in an organised way (not more than 2 sides of A4; not smaller than font size 11) 	✓		A
Other			
<ul style="list-style-type: none"> An understanding of and an ability to contribute to the daily mission of the school 	✓		A/I
<ul style="list-style-type: none"> The capacity to contribute to the wider life of the school 	✓		A/I