



# Penwortham Primary School

*“Happy Children Who Achieve”*

The application will be required to safeguard and promote the welfare of children and young people.

*Note: Candidates failing to meet any of the essential criteria will be automatically excluded.*

Person Specification for Deputy Headteacher (SENCO) Post Leadership Scale		
Requirements (based on the job description)	Essential or Desirable	Evidence Application (A) Letter(L) Interview (I)
<b><u>Training and Qualifications</u></b>		
Qualified Teacher Status	E	A
Degree	E	A
A Leadership qualification	D	A
Recent participation in relevant in-service training	D	A
At least 12 months successful leadership experience in a school	D	A/L
Evidence of demonstrating strategic leadership	D	A/L
At least 12 months experience working/leading as a school SENCO	E	A/L
Have achieved a National Award in Special Educational Needs Coordination, or willing to undertake NASENCO upon appointment.	D	A/L

<b><u>Experience</u></b>		
Extensive teaching, leadership, and management experience with knowledge of developments across all the primary key stages and curriculum areas.	E	A/L
Experience working alongside an SLT to develop the quality of the curriculum and learning activities.	E	A/L/I
Experience of achieving and sustaining high standards of behaviour and learning for all pupils.	E	A/L/I
Experience of working with pupils with SEND, and pupils with emotional and behavioural difficulties.	E	A/L
Experience co-ordinating provision for children with SEND.	E	A/L
Sound knowledge of the SEND Code of Practice and its application.	E	A/L
Sound knowledge of the graduated approach to providing SEN support.	E	A/L
Experience of behaviour management techniques for groups and individuals with SEND.	E	A/L
Experience liaising with a range of people, agencies, and professionals including, the parents of pupils, the LA and other providers.	D	A/L
Demonstrate a greater understanding of how pupils with SEND develop.	D	A/L
Demonstrate a sound understanding of SEND funding on offer.	D	A/L
Experience in making reasonable adjustments and access arrangements for pupils with SEND.	D	A/L



<b>Professional knowledge and understanding</b>		
Evidence of appropriate professional development of the role of Deputy Headteacher.	E	A/L
Evidence of recent leadership and management professional development	E	A/L
Successfully undertaken Designated Safeguarding Lead Training	E	A/L
Up-to-date knowledge of current safeguarding legislation and guidance to designated safeguarding lead level.	E	A/L/I
National policies, priorities and statutory frameworks	E	A/L/I
Assessment and tracking of pupil progress	E	A/L/I
Ambition to be a highly successful teacher	E	A/L/I
Good understanding of and commitment to inclusion	E	A/L/I
<b>School Leadership and management experience</b>		
Current experience as a senior leader in a school	E	A/L/I
Active and effective leadership of a team / key stage/ curriculum area/ department	E	A/L/I
To have implemented and developed a whole school initiative	E	A/L/I
To have had experience of and ability to contribute to staff development across the primary range (E.g. coaching, mentoring, INSET for staff)	E	A/L/I
To have had responsibility for policy development and implementation	E	A/L/I
Ability to support, maintain and develop the school's vision and ethos.	E	A/L/I
<b>Personal skills and attributes</b>		
Excellent communication skills.	E	L/I
Excellent Interpersonal skills	E	L/I
Ability to prioritise time effectively	E	L/I
Personal impact and enthusiasm	E	L/I
Self- confidence and presence	E	L/I
Commitment and integrity	E	L/I
Ability to work as part of a team	E	L/I
A belief that all children are capable of great things and that learning should be fun.	E	L/I
<b>Other</b>		
Enhanced DBS disclosure	E	
Willingness to support extra -curricular activities and school related community events	E	L/I
Willingness to lead a subject area	E	A/I
Commitment to safeguarding and protecting the welfare of children and young people.	E	I/ R
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I/ R



### Confidential references and reports

References should provide a strong level of support for relevant professional and personal knowledge, skills and abilities referred to above	E
Positive recommendation from current employer	E
Good health and attendance record	E
<b><i>Note: We will always consider your references before confirming a job offer in writing.</i></b>	

### Application form and letter

The form should be fully completed and free from error. The letter should be clear and concise, related to the specific post and no longer than two sides of A4 in no less than Arial font 11.

***Prepared by Miss Penarski (Headteacher)***