****

**St Helen Auckland Community Primary School**

**Job Description / Person Specification**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| **Qualifications:** QTS – Graduate or Teacher’s Certificate  Evidence of recent, relevant professional development relevant to this post  National SENCO Qualification or working towards the award | Specialisms in any area of SEND |
| **Experience:** Teaching experience across Key Stage 2  Demonstrate exemplary behaviour management  Evidence of outstanding teaching and learning  Experience of successful leadership and management  Ability to work effectively, communicate with parents and a wide range of stakeholders  Able to lead and manage all areas of SEND provision including deployment of staff  Use assessment of all groups within a class to ensure high levels of progress | Teaching experience across the whole school |
| **Essential** | **Desirable** |
| **Knowledge and** Knowledge of new SEND Code of Practice including provision  **Understanding:** mapping  Knowledge of new primary curriculum  Sound understanding of safeguarding issues and children welfare  Knowledge of national and local issues facing education, health and social care  Understanding of how to taylor the curriculum to suit all childrens’ needs  Understanding of how to promote links and engage parents and the community  Knowledge of a range of interventions and support strategies  To support all staff in understanding the needs of SEND pupils and help to identify and diseminate most effective teaching methods. | Understanding of Foundation Stage curriculum and assessment procedures  Ability to plan, deliver and organise high quality and effective INSET for all staff |
| **Skills:** Analyse, prioritise and meet deadlines  Work as part of the whole school team to promote the school ethos  Assess the needs of individual children throughout school to ensure progress  Able to use assessment data to report on pupils’ performance to Senior Leadership Team and Governors  Excellent time management skills    **Skills continued:** Ensure all paperwork, policies and procedures are in line with New  Code of Practice  Regular contact with SEND Governor and report to full governing body when appropriate  Well developed oral and written communication skills  Work effectively under pressure to plan, prioritise and meet deadlines | Able to lead, coach and mentor others |
| **Personal:** To have good personal presence and a sense of humour  To be approachable, accessible and flexible  To be able to work on own initiative  Demonstrate a flexible approach to circumstances  To be passionate about ensuring excellence for all  To communicate enthusiasm and energy  To be able to develop and maintain effective professional relationships with all stakeholders |  |