****

**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 proceduresAbility 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 |  |