

Person Specification

Job Title: Primary Director of SEND

Knowledge	Essential	Desirable
A working knowledge of relevant legislation and statutory guidance including the Equality Act 2010, the SEND Code of Practice and KCSIE 2016	✓	
Knowledge and understanding of national and regional education issues relating to provision for students with additional needs	✓	
Knowledge of appropriate pedagogy to support the teaching and learning of students with additional needs	✓	
Knowledge and experience of supporting students with a wide range of physical and emotional needs	✓	
Qualifications	Essential	Desirable
Qualified Teacher status	✓	
Qualified SENDCo (or either working towards qualification or willing to undertake qualification)	✓	
Experience		
Substantial and successful experience of raising the achievement of SEND and vulnerable students	✓	
Substantial experience in the education sector	✓	
Experience of effective deployment of staff or resources	✓	
Experience of working with external providers to enhance curriculum delivery and pastoral care to students	✓	
Direct involvement in planning, managing and implementing successful intervention strategies	✓	
Success in improving attendance and behaviour of SEND and vulnerable students	✓	
A confident user of Microsoft Office and experience of schools' management information systems	✓	
Skills		
Ability to use data to support learning, set targets and monitor and evaluate performance of SEND and vulnerable students	✓	
Ability to analyse problems, reach considered judgements, resolve issues and delegate effectively	✓	
Ability to contribute to and lead improvement and development in SEND learning and teaching across a school	✓	
Ability to identify, challenge and improve underperformance	✓	
Ability to build and form good relationships with colleagues and other professionals	✓	
Excellent verbal and written skills	✓	

Ability to absorb a wide range of information and deal with confidential issues	✓	
Ability to follow procedures, pay attention to detail and produce accurate work	✓	
Ability to work flexibly to meet deadlines and respond to unplanned situations	✓	
Ability to manage demanding and at times, conflicting workloads	✓	
Ability to explain information clearly and simply to a range of audiences	✓	
Excellent interpersonal skills	✓	
Be able to maintain confidentiality, acting in a professional manner at all times	✓	
Ability to work as part of a team	✓	
Promote positive behavior through own actions and attitude	✓	
A commitment to on-going personal development and willingness to undertake appropriate training	✓	
Ability to drive with confidence to enable working at all the academies within the Trust	✓	