

## PERSON SPECIFICATION

**POST:** Assistant Learning Manager – Assistant SENDCo

**SCHOOL:** Jesmond Park Academy

FACTOR	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
<b>1 SKILLS, KNOWLEDGE AND APTITUDES</b>	<ul style="list-style-type: none"> <li>A clear current understanding of current SEND issues</li> <li>Good organisational skills</li> <li>Ability to lead a team and influence others</li> <li>Effective record keeping practices</li> <li>Detailed knowledge of multi-agency working and its impact in schools</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of a range of approaches to managing the EAA and SEND agendas</li> <li>Experience of working with changing roles and circumstances</li> </ul>	Interview Task Application form References
<b>2 QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>QTS</li> <li>A relevant degree or equivalent</li> <li>A professional development record including a focus on SEND and EAA</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of working as a reflective practitioner using a variety of approaches to secure ongoing professional development</li> <li>SEND/EAA qualification</li> </ul>	Application form
<b>3 EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Outstanding classroom practitioner at KS3, 4 or 5.</li> <li>Record of good practice in teaching small groups of students with SEND</li> <li>Evidence of a keen interest in SEND and EAA</li> </ul>	<ul style="list-style-type: none"> <li>Experience of day to day operational management responsibility for the work of other staff</li> <li>Evidence of leadership and teamwork activities</li> <li>Experience of working with external agencies</li> </ul>	Application form Interview
<b>4 PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>A positive response to approaching change and tackling new challenges</li> <li>Ability to respond consistently and professionally to challenging behaviours of all kinds</li> <li>Resilience</li> <li>Willingness to contribute to the life of the school</li> <li>Sense of humour</li> <li>Good teamwork and interpersonal skills</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with students</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of leadership and teamwork activities</li> <li>Experience of working with external agencies</li> <li>Experience of day to day operational management</li> </ul>	Application form Interview References
<b>5 SPECIAL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>Satisfactory Enhanced Disclosure with the Disclosure and Barring Service</li> <li>Occupational Health clearance</li> </ul>		Application form Interview References