



Associate Assistant Headteacher - SENDCo – Person Specification

Area	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> ✓ Qualified Teacher Status (QTS) ✓ Degree or equivalent qualification ✓ National Award for SEN Coordination (NASENCo) or willingness to complete within statutory timeframe ✓ Evidence of recent SEND-focused professional development 	<ul style="list-style-type: none"> ✓ Leadership qualification (e.g. NPQ SENCo/NPQSL or working towards)
Experience	<ul style="list-style-type: none"> ✓ Experience of working with young children in a school setting ✓ Evidence of consistently strong teaching practice and positive pupil outcomes ✓ Experience of supporting pupils with SEND across a range of needs ✓ Experience contributing to whole-school improvement (e.g. teaching & learning, curriculum, inclusion) ✓ Experience of using data to monitor progress and inform interventions ✓ Experience working with parents/carers and external agencies 	<ul style="list-style-type: none"> ✓ Experience of working with young children (KS2/KS3) in a school setting ✓ Experience in a leadership or management role ✓ Experience of coordinating SEND provision or aspects of SEND practice ✓ Experience of line managing or deploying support staff ✓ Experience of supporting or coaching colleagues to improve practice ✓ Experience working with specialist provision (e.g. autism base)
Knowledge & Understanding	<ul style="list-style-type: none"> ✓ Secure knowledge of the SEND Code of Practice (2015) ✓ Understanding of statutory responsibilities (Children and Families Act 2014, Equality Act 2010) ✓ Strong understanding of inclusive teaching and adaptive practice 	<ul style="list-style-type: none"> ✓ Understanding of effective deployment of SEND resources and funding

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	<ul style="list-style-type: none"> ✓ Knowledge of EHCP processes and multi-agency working ✓ Knowledge of assessment, progress tracking, and intervention strategies ✓ Understanding of behaviour, attitudes, and barriers to learning ✓ Awareness of current developments in education and inclusive practice 	
Skills & Abilities	<ul style="list-style-type: none"> ✓ Ability to contribute effectively to strategic development and school improvement ✓ Ability to lead and coordinate the operational delivery of SEND provision ✓ Strong organisational skills with the ability to manage multiple priorities effectively ✓ Ability to analyse data and evaluate impact of provision and interventions ✓ Ability to support, influence, and develop colleagues ✓ Ability to deliver or contribute to high-quality CPD ✓ Excellent communication skills, with the ability to engage staff, parents, and external partners ✓ Ability to build positive working relationships across the school community 	<ul style="list-style-type: none"> ✓ Experience of leading CPD or whole-staff training ✓ Experience of performance management or staff appraisal processes
Personal Qualities	<ul style="list-style-type: none"> ✓ Strong commitment to inclusion and equality of opportunity ✓ Passion for improving outcomes for pupils with SEND ✓ High levels of professionalism, integrity, and confidentiality ✓ Resilient, proactive, and solution-focused approach 	<ul style="list-style-type: none"> ✓ Reflective practitioner with a commitment to ongoing professional growth ✓ Ability to inspire confidence and motivate others

Area	Essential	Desirable
	<ul style="list-style-type: none"> ✓ Highly organised with strong attention to detail ✓ Ability to work collaboratively as part of a team 	
Safeguarding	<ul style="list-style-type: none"> ✓ Understanding of safeguarding responsibilities ✓ Ability to work with DSL and staff to promote pupil welfare ✓ Commitment to maintaining a safe, inclusive environment 	<ul style="list-style-type: none"> ✓ Safeguarding training at an appropriate level