

OVERFIELDS PRIMARY SCHOOL

Speech & Language Unit Co-ordinator Person Specification

CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
<p>Qualifications and Training</p> <ul style="list-style-type: none"> • Qualified Teacher Status • National SENCO award or willingness to complete within 3 years of appointment • Has undertaken a range of training to develop understanding of SEND and strategies to support SEND pupils 	<p>E E D</p>	<p>A A A</p>
<p>Experience</p> <ul style="list-style-type: none"> • A minimum of 4 years' experience in the primary school age range • Excellent classroom teacher who can lead by example and with a proven commitment to improving the quality of children's learning • Experience of leading, motivating and challenging staff • Experience of working with external partners and agencies • Proven ability to deliver effective staff training 	<p>E D D D D</p>	<p>A A/I A/I A/I A</p>
<p>Knowledge/skills/abilities</p> <ul style="list-style-type: none"> • Knowledge and understanding of the SEN Code of Practice • Knowledge of statutory requirements, including safeguarding policy and practice • Ability to provide professional leadership and contribute to the work of the Speech & Language Unit team to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils within the unit • Proven ability to develop and implement intervention strategies for pupils • Ability to evaluate and analyse pupil performance to improve pupil achievement and inform performance management, including maintaining accurate records • Excellent presentation and inter-personal skills • Ability to communicate clearly both verbal and written to a wide audience • Ability to plan, organise and prioritise curriculum, teaching and management tasks 	<p>E E E E E E E E E E</p>	<p>A/I A/I I A/I A/I A/I A/I A/I A/I</p>

CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
Personal Qualities <ul style="list-style-type: none"> • Commitment to the vision and values of the school • A flexible, positive and resilient individual with drive and integrity • Excellent organisational skills. Ability to manage time effectively and prioritise tasks • Effective communication skills • An ambitious and diligent professional who can motivate and inspire others including pupils, teachers, parents and governors 	E E E E E	A/I A/I A/I A/I A/I

A = Application

I = Interview Process

Please note, due to the requirement of providing outreach in schools, the person appointed will need to be able to drive and have a vehicle. Millage costs are covered.

This person specification lists the requirements that are necessary to do this job and how they will be assessed. Candidates failing to meet any of the essential criteria will not be shortlisted.