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| j0332019  **Employee Specification Form** | | Post Number | | E208/05/01 | |
| Job Title | | Teacher with TLR for SEND | |
| Department | | Millfields CE Primary School | |
| Prepared by and date | | Hazel Beamish – June 2025 | |
| ***Important – Study “Explanatory Notes” printed overleaf before completing form*** | | | | | |
| **Essential Personal Attributes** | Stage Identified | | **Desirable Personal Attributes** | | Stage Identified |
| **Qualifications**   * Recognised teaching qualification; * **National SENDCo Award** (or desire to undertake award if not yet achieved); * Attendance at a range of in-service training dealing with current educational issues – particularly in relation to SEN. | App  App | | * Evidence of further related study or qualifications. | | App |
| **Experience**   * An excellent classroom practitioner with high expectations of pupils’ attainment and behaviour; * Recent and relevant successful teaching experience; * Experience and understanding of a creative approach to teaching and learning with an ability to cater for all learning styles; * A proven commitment to monitoring, evaluating and adapting practise, in order to maintain high standards; * Successful experience of working as an effective, enthusiastic and willing team member with excellent interpersonal skills; * **SENDCo** - Experience of applying for EHCPs and Tier 3 funding within a school or education setting. | App/Int  App/Int  App/Int  App/Int  App/Int  App/Int | | * Experience of leading a curriculum area; * Experience of teaching using Read, Write Inc. phonics; * Experience of teaching ‘Maths No Problem’; * Experience of working with outside agencies eg: Educational Psychologists, Speech & Language Therapists, SENAAT etc.; * Experience of leading SEN within a school setting either on your own or as part of a team; * Experience of gaining the IQM for their school or a desire to complete complete the IQM. | | App/Int  App/Int  App/Int  App/Int  App/Int |
| **Knowledge and skills**   * Thorough knowledge of the National Curriculum and EYFS Framework; * Knowledge and understanding of Assessment for Learning and the principles of effective planning, teaching, and assessment for learning; * Commitment to raising standards of attainment and achievement; * Excellent classroom management skills; * Knowledge of current legal requirements and guidance on Safeguarding and the well-being of children; * An ability to use innovative and appropriate IT effectively throughout the curriculum, and as a professional tool; * **SENDCo** – Through and current knowledge and understanding of inclusion and current Special Needs guidance and its application in the whole school setting including the SEND Code of Practice. | App/Int  Int  App/Int  App/Int  Int  App/Int  App/Int | | * Ability to develop and manage a programme of SEND provision including the timetabling of the planning & review stages of SEND. | | App/Int |

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| **Special Requirements**   * Good organisational and time management skills; * Approachable and flexible; * Ability to use own initiative; * Proven record of, and commitment to, developing high quality relationships with staff, parents, governors and the wider community; * Enthusiasm for promoting the aims, ethos and vision of Heygarth Primary School. | App/Int  App/Int  App/Int  App/Int  App/Int | * Interest and willingness to be involved in extra curricular activities & workshops for parents. | App/Int |

Employee Specification Form

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| These notes should be studied carefully before completing the form overleaf.  List the personal attributes required to fulfil the duties listed in the job description.  They must be:   1. set at a level appropriate to the work to be done and *not* higher than necessary 2. stated clearly and specifically 3. entirely job related   **Essential or Desirable**   1. Essential   Those requirements without which a candidate would be simply unable to do the job.  *Any candidate who does not meet the essential requirements must be rejected.*  Examples could be the possession of current driving licence or relevant qualification.   1. Desirable   Those requirements which are desirable, but not essential.  A candidate should not be rejected for failing to meet any single desirable requirement.  Examples for certain jobs could be local government experience or knowledge of new technology. | **Personal Attributes**   1. Qualifications   What qualifications, if any, should the postholder possess?  To what level   1. Experience   What experience, if any, is relevant?   1. Knowledge and Skills   Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?  Do not list attributes which cannot be measured, eg “pleasant personality”, “flexible outlook”. Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).  Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.   1. Special Requirements   Are there any conditions of service which differ from the norm and with which the postholder must comply? eg live-in requirements, flexible working hours, weekend working.  **Stage Identified**  Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc |