

# Oldershaw School

|                             |                              |
|-----------------------------|------------------------------|
| <b>Job Title</b>            | <b>Teacher for SEND</b>      |
| <b>Department</b>           | <b>SEND</b>                  |
| <b>Prepared by and date</b> | <b>Amanda Jackson – 2025</b> |

**Important - Study “Explanatory Notes” printed overleaf before completing form**

| <b>Essential Personal Attributes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Stage Identified</b>                                           | <b>Desirable Personal Attributes</b>                                                                                                                 | <b>Stage Identified</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <b>Qualifications</b> <ul style="list-style-type: none"> <li>• A relevant degree</li> <li>• Qualified Teacher Status</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | A<br>A                                                            | <ul style="list-style-type: none"> <li>• Honours Degree</li> <li>• Specialist Dyslexia Qualification or other relevant SEN qualifications</li> </ul> | A                       |
| <b>Experience</b> <ul style="list-style-type: none"> <li>• Successful experience of SEN teaching, preferably in the secondary sector</li> <li>• Experience of delivering ASDAN programmes/qualifications</li> <li>• Assessment for Learning</li> <li>• Range of teaching and learning styles</li> <li>• Specialist knowledge of National Curriculum at KS3 &amp; KS4</li> <li>• Vision for personalisation</li> </ul>                                                                                                                                                                                                                                                                                                                              | A, I<br>A, I<br>A, I<br>A, I<br>A, I<br>A/I<br>A/I                | <ul style="list-style-type: none"> <li>• Experience with specific SEND strategies and targeted academic and pastoral interventions</li> </ul>        | A/I                     |
| <b>Knowledge and skills</b> <ul style="list-style-type: none"> <li>• Excellent organisational skills to manage multiple IEPs, EHCPs and other associated documentation</li> <li>• Theory and practice of providing effectively for the individual needs of all children</li> <li>• Planning and preparation of lessons</li> <li>• Statutory national curriculum requirements at the appropriate key stage</li> <li>• Monitoring, assessment, recording and reporting of students' progress</li> <li>• Effective teaching and learning styles</li> <li>• Excellent communication skills</li> <li>• Able to create a happy, challenging and effective learning environment</li> <li>• Able to create positive links with all stakeholders</li> </ul> | I, R<br>I, R<br>I, R<br>I, R<br>I, R<br>I, R<br>I, R<br>I, R<br>I |                                                                                                                                                      |                         |
| <b>Special Requirements</b> <ul style="list-style-type: none"> <li>• Outstanding commitment</li> <li>• Prepared to be flexible in supporting the School to meet the needs of the students</li> <li>• Dedication to providing extra curricula opportunities to students and supporting the wider life of the School</li> <li>• Motivated, energetic, enthusiastic</li> <li>• Resilient and calm in difficult situations</li> <li>• Enhanced DBS required</li> </ul>                                                                                                                                                                                                                                                                                 | I, R<br>I<br>I<br><br>I<br>I                                      |                                                                                                                                                      |                         |

## Employee Specification Form



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:

- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

### Essential or Desirable

- 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.

- 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

- Qualifications

What qualifications, if any, should the postholder possess?

To what level

- Experience

What experience, if any, is relevant?

- 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.

- 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