

**ASCENT ACADEMIES TRUST – ~~Portland Hope Wood~~ ~~Barbara Priestman~~ Academy**  
**PERSON SPECIFICATION – ~~EHCP~~ & Safeguarding Lead**

| ESSENTIAL                             |              |  |                                 | DESIRABLE                  |   |                                    |
|---------------------------------------|--------------|--|---------------------------------|----------------------------|---|------------------------------------|
|                                       | Criteria No. | ATTRIBUTE  | Stage Identified                | Criteria No.               | ATTRIBUTE   | Stage Identified                   |
| <b>Qualifications &amp; Education</b> | E1           | 5 x GCSE A* - C or equivalent, including Maths and English   | Application Certificate         | D1                         | Degree qualification  | Application Certificate            |
|                                       |              |  |                                 | D2                         | Evidence of continued commitment to personal professional development | Application Interview              |
|                                       |              |  |                                 | <del>D3</del>              | <del>IAG qualification</del>  | <del>Application Certificate</del> |
|                                       |              |  |                                 | <del>D3</del> <sup>4</sup> | Safeguarding qualification  | Application Certificate            |
| <b>Experience &amp; Knowledge</b>     | E2           | Significant experience of working with pupils with <a href="#">a range of special educational needs, complex needs and ASD</a> | Application Reference Interview | <del>D5</del>              | <del>Experience of delivering IAG</del>                               | <del>Application Interview</del>   |
|                                       | E3           | Experience of working with students during key transition periods  | Application Reference Interview |                            |   |                                    |
|                                       | E4           | Sound knowledge of EHCPs and Annual Reviews  | Application Reference Interview |                            |   |                                    |
|                                       | E5           | Experience of working effectively with a range of professionals and possess strong people skills                               | Application Reference Interview |                            |   |                                    |
|                                       | E6           | Significant knowledge of safeguarding policies, procedures and practices   | Application Interview           |                            |   |                                    |

|                             |     |   |                        |     |  |                       |
|-----------------------------|-----|---|------------------------|-----|--|-----------------------|
| <b>Skills</b>               | E7  | Ability to chair meetings effectively, ensuring all attendees are included  | Application Interview  |     |  |                       |
|                             | E8  | Ability to develop positive relationships with students and their families  | Application Interview  |     |  |                       |
|                             | E9  | Possess excellent communication skills  | Application Interview  |     |  |                       |
|                             | E10 | Ability to promote and safeguard all children.  | Application Interview  |     |  |                       |
|                             | E11 | Possess sound organisational skills and be able to work on your own initiative  | Application Interview  |     |  |                       |
| <b>Personal Attributes</b>  | E12 | A willingness to share knowledge and demonstrate good practice to colleagues from within the academy and to those from other establishments | Application Interview  |     |  |                       |
| <b>Special Requirements</b> | E13 | Ability to work flexibly to meet the demands of the post  | Application Interview  | D46 | A willingness and ability to work across the Trust as required | Application Interview |
|                             | E14 | Suitable to work with children/young people   | Application Disclosure |     |  |                       |