

SWALSS Executive Officer Person Specification

Criteria	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> • Degree • Teaching Qualification 	<ul style="list-style-type: none"> • Higher Qualification in education and/or management 	<ul style="list-style-type: none"> • Application form • Certificates
Experience	<ul style="list-style-type: none"> • Significant experience at senior leadership level within the Special School arena (At any school level) 	<ul style="list-style-type: none"> • Significant experience with teacher training or the advisory service 	<ul style="list-style-type: none"> • Application form • Letter of application • Selection process • References
Managing the Organisation	<ul style="list-style-type: none"> • Capacity to build on and manage high performance teams • Ability to use strong and effective management systems underpinned by clear communication • Ability to produce and implement appropriate improvement plans and policies • Commitment to the continuation of our strong links and partnerships with the executive committee, teaching schools and DfE and other organisations • Knowledge of financial management 	<ul style="list-style-type: none"> • Experience of financial management • Familiarity of organisations similar to SWALSS 	<ul style="list-style-type: none"> • Letter of application • Selection process • References
Shaping the Future	<ul style="list-style-type: none"> • Capacity to recognise and build on the considerable successes of the organisation and formulate a vision for innovation and improvement • Excellent knowledge of current and future educational developments particularly regarding SEN 	<ul style="list-style-type: none"> • Experience of working with new education systems such as Multi Academy Trusts and Teaching Schools 	<ul style="list-style-type: none"> • Letter of application • Selection process • References

	<ul style="list-style-type: none"> • Experience of successfully leading change and inspiring others 		
Securing Accountability	<ul style="list-style-type: none"> • Ability to delegate responsibility with accountability 		<ul style="list-style-type: none"> • Letter of application • Selection process • References
Developing Self and Working with Others	<ul style="list-style-type: none"> • Skill to set appropriate and challenging targets • Capability to make and take decisions and delegate appropriately • Commitment to the encouragement, empowerment and training of staff • Highly effective communication • Commitment to own self development 		<ul style="list-style-type: none"> • Letter of application • Selection process • References
Personal Qualities & Attributes	<ul style="list-style-type: none"> • Passionate about education and training • Passionate about supporting those with SEN • An effective communicator • Interpersonal awareness and concern for impact • Resilient and energetic • High Professional Standards • Dynamic and motivational 		<ul style="list-style-type: none"> • Letter of application • Selection process • References