

PERSON SPECIFICATION – Head of ALN, Inclusion and Wellbeing

CRITERIA	Essential	Desirable
EXPERIENCE		
Previous experience of leading at a strategic and senior managerial level in a school and/or Education Service and/or Local Authority and/or Public Services	✓	
Experience of strategic planning	✓	
Experience of leading improvements in Learning Services and/or local authority and/or Public Services	✓	
Experience of managing human resources, including managing and measuring performance through monitoring and evaluating staff		✓
Experience of creating business / development plans	✓	
Experience of working with and managing multi-disciplinary teams		✓
Experience of working with a range of statutory, voluntary and private agencies		✓
Experience of managing change and leading teams successfully	✓	
Experience of preparing reports on policies and presenting to senior colleagues such as elective members, governing bodies or senior officers	✓	
Experience of managing projects within time and financial constraints		✓
Experience of inspection		✓
Experience of working across more than one sector or within an education authority		✓
Experience of analysing and presenting a wide range of performance data	✓	
QUALIFICATIONS AND SKILLS		
Education to degree level or equivalent	✓	
Highest level of interpersonal and communication skills in writing and orally	✓	
Effective administrative and organisational skills	✓	
Detailed, accurate and organised approach	✓	
Effective use of ICT	✓	
Analytical and coherent, having the ability to use evidence as the basis for service developments	✓	
Experience of Management including developing staff and team building	✓	
Provide advice and support on a range of issues simultaneously and within deadlines	✓	
Transformational leadership skills, especially in developing partnerships and policies	✓	
The ability to identify and respond to sensitive, political situations	✓	
Communicate and present policies and plans to committees, conferences and public meetings	✓	
The ability to work under pressure and meet targets	✓	
The ability to influence and negotiate whilst maintaining credibility with partners and agencies	✓	
TRAINING		
Willingness to attend courses as required	✓	

Evidence of continuous Professional development	✓	
KNOWLEDGE AND SPECIFIC SKILLS		
Up to date knowledge of the most effective teaching methods		✓
Knowledge of local, regional and national educational contexts	✓	
Knowledge of the use of data to evaluate performance and identify areas for development	✓	
Project management skills	✓	
Clean driving licence	✓	
Knowledge and understanding of statutory requirements	✓	
PERSONAL CHARACTERISTICS		
Ability and willingness to convey difficult messages when required in a clear, unambiguous and constructive manner that strengthens professional relationships	✓	
Clear vision	✓	
Ability to prioritise	✓	
Good communication and inter-personal skills including presenting and discussion skills	✓	
The ability to work independently and as part of a team	✓	
Organised, self-motivating and conscientious	✓	
Respect confidentiality	✓	
Pragmatic	✓	
Dependable and committed	✓	
Enthusiastic and flexible approach	✓	
The ability to communicate effectively in Welsh and English, orally and in writing (equivalent to ALTE level 4 or 5)	✓	
The ability to work under pressure and meet deadlines	✓	
The ability to work usual working hours and to work outside of these hours when required	✓	