



**PERSON SPECIFICATION – ASSISTANT HEADTEACHER**

	<b>Essential</b>	<b>Desirable qualities</b>	<b>How identified</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>▪ An honours graduate (or equivalent) with Qualified Teacher Status.</li><li>▪ Other leadership training</li></ul>	<ul style="list-style-type: none"><li>▪ Masters Degree</li><li>▪ NPQML/NPQSL</li></ul>	Application Form



	Essential	Desirable qualities	How identified
<b>Experience</b>	<ul style="list-style-type: none"><li>▪ Evidence of impact in supporting children with behaviour and inclusion needs.</li><li>▪ Evidence of impact in improving students' outcomes at subject or whole school level.</li><li>▪ Evidence of a commitment to further professional training.</li><li>▪ Evidence of whole school impact in a secondary school.</li><li>▪ Evidence of on-going professional development.</li><li>▪ Evidence of successful team leadership.</li><li>▪ Evidence of good organisational and management competence.</li><li>▪ Evidence of having led change and developed behaviour for learning through innovation.</li><li>▪ Experience of contributing to the continued professional learning of colleagues.</li><li>▪ Experience of engaging effectively with parents and carers in learning.</li><li>▪ Evidence of significantly improving achievement levels for young people.</li></ul>	<ul style="list-style-type: none"><li>▪ Experience of working with the wider learning community.</li><li>▪ Evidence of having implemented and led whole school strategies.</li></ul>	Application Form  Letter  Interview



	Essential	Desirable qualities	How identified
<b>Personal Qualities</b>	<p><b>The successful candidate will have:</b></p> <ul style="list-style-type: none"><li>▪ A positive and optimistic approach to working with young people.</li><li>▪ A highly professional manner at all times.</li><li>▪ The ability to motivate, inspire confidence in students, consult and encourage.</li><li>▪ Excellent inter-personal and communication skills.</li><li>▪ The ability to set high expectations and challenge under-achievement whilst retaining a positive and encouraging working relationship.</li><li>▪ A good focus on standards in order to raise achievements.</li><li>▪ A calm and clear approach when problem solving.</li><li>▪ Ability to form and maintain appropriate relationships and personal boundaries with children in accordance with safeguarding practice.</li><li>▪ To be an effective team leader and team member, able to model positive behaviour.</li><li>▪ Emotional intelligence.</li><li>▪ Excellent communication skills – staff, governors, students, parents and the community.</li><li>▪ Ability to be a good ambassador for the school in external meetings.</li><li>▪ A good sense of humour.</li><li>▪ Excellent punctuality and attendance.</li></ul>	<ul style="list-style-type: none"><li>▪ Evidence of an understanding of the role of a highly effective school within its community.</li><li>▪ The potential for further promotion.</li></ul>	Application Form  Letter  Interview



	<b>Essential</b>	<b>Desirable qualities</b>	<b>How identified</b>
<b>Strategic Direction</b>	<ul style="list-style-type: none"><li>▪ To have the ability to identify future problems and suggest solutions.</li><li>▪ To be able to support the Headteacher and Deputy Headteacher in developing a broad range of strategies for improvement.</li><li>▪ To have had experience of running a budget.</li><li>▪ To be able to prioritise, be efficient and meet deadlines.</li><li>▪ To be a clear and effective line manager.</li><li>▪ To have an understanding of the Performance Management system and its role in improving standards.</li></ul>		Application Form  Letter  Interview
<b>Teaching</b>	<ul style="list-style-type: none"><li>▪ To have had experience of innovative curricular development.</li><li>▪ To understand and use target setting to improve standards.</li><li>▪ To show evidence of the ability to positively influence and develop the teaching of others.</li><li>▪ To understand the importance of self-evaluation in raising standards.</li></ul>	<ul style="list-style-type: none"><li>▪ To be an Outstanding classroom practitioner and enjoy teaching.</li></ul>	Letter  Interview