

## Person Specification

<b>Job Title:</b>	Assistant Head of School
<b>Location:</b>	The Assistant Head of School is based at one school but works for GCET and may be required to work at either school
<b>Reports to:</b>	Head of School/ Executive Headteacher
<b>Salary:</b>	AHoS range £43,500 - £50,500

Purpose
The Assistant Head of School will promote and support the vision and direction of Godmanchester Community Academy by providing support to the Head of School and Executive Headteacher.

Qualifications	Essential/Desirable
1. Qualified Teacher Status	Essential
2. Honours degree (2:2 or above) or equivalent qualification	Essential
3. Evidence of recent relevant professional development and study e.g. NPQSL or Master's, or other training in preparation for leadership	Desirable

Successful experience	Essential/Desirable
4. Successful leadership & management experience that has led to raising standards in teaching & learning and whole school progress	Essential
5. Leading teams; organising meetings	Desirable
6. Liaising with and reporting to senior managers	Desirable
7. Producing and implementing strategic and improvement plans and policies	Essential

Knowledge and understanding Able to evidence and apply up to date secure knowledge and understanding of:	Essential/Desirable
8. National policies and developments in primary education, current educational issues, and the statutory and Ofsted frameworks within which a school operates to meet all pupils' needs	Essential
9. What constitutes excellent classroom practice and a clear understanding of how to improve the quality of effective teaching and learning within the Ofsted framework	Essential
10. Innovation in curriculum design to enhance teaching and learning which enables pupils to become self-motivated and effective learners	Essential

11.	The process of school self-evaluation	Desirable
<b>Skills</b>		<b>Essential/Desirable</b>
12.	Effective management skills to include: people management skills to include delegation coordinating, monitoring and evaluating all aspects of performance successfully	Desirable
13.	Excellent interpersonal skills and the ability to relate to people with understanding, humour and tact; to communicate effectively with a wide range of potential audiences and to listen and understand the point of view and opinions of other people	Essential
14.	Accurate interpretation and the effective use of comparative data in raising whole school standards through analysis and evaluation of pupil data, target setting, assessment for learning and pupil tracking. Ability to clearly and effectively communicate the results of any comparative data to a range of different audiences in simple terms	Essential
15.	Ability to engage parents/carers in the life of the School and to further improve attendance within the School	Desirable
<b>Leadership and management</b>		<b>Essential/Desirable</b>
16.	Able to deal with a number of complex issues simultaneously	Essential
17.	Able to see 'the big picture' and translate vision into reality	Desirable
18.	Exceptional ICT, organisational and administrative skills in order to use systems effectively to ensure progress	Essential
19.	Demonstrate a methodical and analytical approach to work	Essential
20.	Capacity to recognise and build on the success of the school and formulate a vision of innovation and sustainable improvement	Desirable
<b>Teaching and learning Able to demonstrate evidence of:</b>		<b>Essential/Desirable</b>
21.	Leading and improving teaching through constructive feedback, review and evaluation to secure continuous improvement	Essential
22.	High expectation of behaviour across the School for students and staff	Essential
23.	Able to understand the skills required to be an outstanding classroom teacher able to deploy innovative teaching and learning strategies in order to achieve a consistent record of student success	Essential
<b>Personal attributes Able to demonstrate evidence of:</b>		<b>Essential/Desirable</b>
24.	The ability to manage one's self, including time management, professional direction and development and an ability to work effectively, as part of a team, at all times including challenging circumstances	Essential
25.	Ability to establish and promote a safe, secure and healthy learning environment for pupils and staff. Ability to promote a healthy work-life balance for staff and oneself	Essential
26.	Evidence of a commitment to equality of opportunity, safeguarding and social inclusion	Essential
27.	Committed to undertaking professional training and assist with the professional development of others	Essential

Attitudes and approaches The successful candidate will:		Essential/Desirable
28.	Demonstrate a positive approach with enthusiasm, energy and perseverance and use this to motivate others	Essential
29.	Committed to safeguarding and promoting the welfare of children and successfully CRB cleared	Essential