

## PERSON SPECIFICATION – Assistant Headteacher (Pastoral Care)

Area	Essential	Desirable
<b>Qualifications</b>	Graduate with QTS	Evidence of further study
<b>Professional Development</b>	<p>Evidence of appropriate professional development for Senior Leadership Team</p> <p>Contributed to school's INSET days</p> <p>Safeguarding trained</p>	<p>Led professional learning activities in more than one school</p> <p>Initiated, participated in or completed NPQH or equivalent</p> <p>Completed NCSL Middle Learners course or an equivalent</p>
<b>Experience</b>	<p>Several years' experience as a middle leader (eg Head of Year)</p> <p>A record of consistently outstanding teaching</p> <p>Proven excellent classroom management skills</p> <p>Working with a range of staff across pastoral and subject areas</p> <p>Experience of monitoring and evaluating aspects of school development</p> <p>Proven experience of raising standards</p> <p>Proven experience of raising students' attendance</p>	<p>Successful teaching in at least two secondary schools</p> <p>Working with community partners and external agencies</p> <p>Effective leadership and line management of others (including performance management of teaching and non-teaching staff)</p>
<b>Knowledge and Skill</b>	<p>Proven ability to build positive relationships with students, parents and staff</p> <p>Outstanding team leader and team member</p> <p>SIMS literate – able to create and analyse meaningful behaviour and attendance data</p> <p>Up to date knowledge of the Ofsted framework</p> <p>Experience of creating and implementing behavioural strategies for success</p> <p>Proven project management and organisational skills</p>	<p>Knowledge awareness of local, national and global trends and issues</p> <p>Up to date knowledge in safeguarding</p> <p>Knowledge of 'Thrive' and other strategies focused on student wellbeing</p>

<b>Professional Qualities</b>	<p>Role model the professional behaviour and attitude of a senior leader</p> <p>A highly organised individual who has an eye for detail and structure</p> <p>Commitment to and a vision for comprehensive inclusive education and equality of opportunity</p> <p>High expectations of achievement, attainment, behaviour and ethos</p> <p>Reflective and analytical practitioner</p> <p>Capacity for hard work with enthusiasm, humour and energy for achieving the best for all students and staff</p> <p>Ability to inspire and motivate others</p> <p>Tenacity and ability to stay calm under pressure</p> <p>Judgement, integrity and courage</p> <p>Commitment to personalised support</p> <p>Ability to collaborate and work within and beyond the school community</p> <p>Ability to give and receive effective feedback and act to improve personal performance</p> <p>Ability to manage change and excellent organisational skills</p> <p>Good health, stamina, resilience and a sense of humour</p> <p>Unquestioning willingness to work outside of term dates and school hours</p> <p>Work ahead of deadline dates and promptly respond to staff requests (at all levels)</p> <p>Highly regarded professional by all members of the community (staff, students, parents, governors)</p>	<p>Ambition to become a Deputy Headteacher and ultimately a Headteacher</p>
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