

Person Specification – Assistant Head of Key Stage

Key Areas	Essential attributes	Desirable attributes
Experience	<ul style="list-style-type: none"> • Experience of behaviour management and relevant training • Experience working with young people, staff and systems to promote high standards of behaviour and achievement. • Experience of developing, implementing and evaluating programs to engage young people and reduce anti-social behaviour. • Establishing and developing effective working relationships internally and with external partners • Experience of devising and maintaining efficient and effective processes and procedures • Experience of case management, coordinating, implementing and evaluating the impact interventions have had. • Working with young people and families in the public, private or voluntary sector. 	Education or other experience which would be beneficial to this post
Practical skills	<ul style="list-style-type: none"> • Ability to consult, negotiate, problem solve, priorities and make decisions. • Organisational abilities and accurate record keeping skills. • Ability to facilitate workshops focused on young people and their families • Attend and contribute to internal and multi-agency meetings. • Good ICT skills 	
Communication	<ul style="list-style-type: none"> • Able to communicate in a sensitive manner with a wide range of people. • Ability to relate well to other school staff, professionals, parents/carers and young people. • Able to use communication skills in tense, stressful circumstances to de-escalate problems. 	Restorative and solution focused approach to problem solving
Personal qualities	<ul style="list-style-type: none"> • Ability to work with and engage young people • Ability to work in a team and with professionals from different disciplines • Ability to display resilience and energy, as well as autonomy and accountability • Ability to work under pressure • Sensitive, tactful but firm and authoritative • Prepared to work flexibly 	
Strategic thinking	<ul style="list-style-type: none"> • Problem solver, strategic thinker and planner • Ability to plan, organize, implement appropriate pastoral and academic strategies and pupil support programs for young people. 	
Technology/IT skills	<ul style="list-style-type: none"> • Knowledge of school software packages • ICT expertise and skills • Ability to use spreadsheets to analysis data and produce reports 	Confidence in using a range of ICT packages necessary in the role

Education and training	<ul style="list-style-type: none">• Education and training appropriate to the demands of the role• Willingness to undertake further training.	
Equal opportunities	<ul style="list-style-type: none">• Experience of addressing equal opportunities and combating discrimination	
Physical	<ul style="list-style-type: none">• Able to carry out the duties of the post with reasonable adjustments where necessary	