**Person Specification – Assistant Headteacher**

**To be assessed through application, reference and interview**

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| **1** | **Qualifications and experience** | **Essential** | **Desirable** |
| 1.1 | First degree or equivalent | √ |  |
| 1.2 | Qualified teacher status | √ |  |
| 1.3 | Successful experience at middle leadership level | √ |  |
| 1.4 | A proven track record in school improvement | √ |  |
| 1.5 | Recent and relevant professional development | √ |  |
| 1.6 | Successful experience of managing change | √ |  |
| 1.7 | Experience in an 11-18 context |  | √ |
|  |  |  |  |
| **2** | **Personal qualities** |  |  |
| 2.1 | First class communication skills | √ |  |
| 2.2 | Excellent interpersonal skills | √ |  |
| 2.3 | The ability to inspire, enthuse and motivate | √ |  |
| 2.4 | Presence and the ability to provide strong and visible management | √ |  |
| 2.5 | Excellent organisational and time management skills | √ |  |
| 2.6 | The ability to prioritise and multi task |  |  |
| 2.7 | Resilience, determination and the ability to cope well under pressure | √ |  |
| 2.8 | Ambition for oneself, students and the school community | √ |  |
| 2.9 | Empathy with young people from all backgrounds | √ |  |
| 2.10 | A sense of humour and a sense of proportion | √ |  |
| 2.11 | Evidence of interests outside the work place |  | √ |
| 2.12 | Potential and desire to aspire to Senior Leadership |  | √ |
|  |  |  |  |
| **3** | **Personal circumstances** |  |  |
| 3.1 | Willingness to attend a broad range of out of hours events and activities | √ |  |
| 3.2 | Commitment to working flexibly but with an established work life balance | √ |  |
| 3.3 | Commitment and capacity to give freely of one’s own time out of school hours | √ |  |
|  |  |  |  |
| **4** | **Professional skills and knowledge** |  |  |
| 4.1 | Sound understanding of educational thinking, recent developments and key initiatives | √ |  |
| 4.2 | Ability to use a range of management styles | √ |  |
| 4.3 | Commitment to collaboration and team work | √ |  |
| 4.4 | Ability to develop and take forward a shared vision for the school | √ |  |
| 4.5 | Ability to challenge and support all members of the school community to drive up standards | √ |  |
| 4.6 | Clear understanding of what an outstanding school looks like | √ |  |
| 4.7 | Ability to develop, implement and evaluate strategic plans and priorities | √ |  |
| 4.8 | Ability to create and maintain effective partnerships with parents and other stakeholders | √ |  |
| 4.9 | A fundamental concern for the safety, security and well- being of students and staff | √ |  |
| 4.10 | Ability to work effectively and creatively with the Headteacher and Governing Body | √ |  |
| 4.11 | Ability to deal effectively with young people of all backgrounds | √ |  |
| 4.12 | A clear understanding of how to develop data systems to drive up standards of every individual student | √ |  |
| 4.13 | Ability to be both a team leader and a team player | √ |  |