**Robert Smyth Academy**

**Assistant Director of Post-16**

**Person Specification**

The successful candidate will possess all or most of the following attributes

E = Essential

D = Desirable

|  |  |
| --- | --- |
| **QUALIFICATIONS** | |
| * A good honours degree * Qualified teacher status | E  E |
| **EXPERIENCE** | |
| * Experience of teaching 11-18 * A proven track record as an excellent practitioner * A track record demonstrating a commitment to high standards, continuous improvement and quality assurance * A track record of effectively leading/motivating students and staff and developing team approaches | E  E  E  E  E |
| **PROFESSIONAL DEVELOPMENT** | |
| * Evidence of a commitment to own professional development * Evidence of keeping up to date with educational thinking and knowledge * A strong commitment to the quality professional development of staff * The drive to develop others’ capabilities and help them realise their full potential | E  E  E  E |
| **SPECIAL KNOWLEDGE** | |
| * Knowledge and understanding of recent legislation, development and initiatives in secondary education * Knowledge of the curriculum at KS3, KS4 * Knowledge of KS5 * Knowledge of the UCAS process * Knowledge of Performance Management and review * A good understanding of the use of comparative data and target setting * An understanding of the use and potential of ICT to develop learning | E  E  E  D  D  D  E |
| **PRACTICAL AND INTELLECTUAL SKILLS** | |
| * Ability to establish a positive ethos with an accent on high achievement for all * Ability to empathise with needs of students and to be firm but fair and consistent * Ability to prioritise and manage time effectively * An effective communicator and motivator of students and staff * Ability to enable and empower others * A team player with the ability to establish good working relationships with staff, students and parents * The ability to communicate clearly and concisely both verbally and in writing at all levels * The ability to set clear expectations and parameters and to hold others to account for their performance * The ability to challenge underperformance | E  E  E  E  E  E  E  E  E |
| **PERSONAL QUALITIES** | |
| * A positive attitude to continuous improvement * The ability to lead, inspire and motivate * A commitment to do everything possible for each student and to enable all students to be successful * Relentless energy for setting and meeting challenging targets * A healthy competitive attitude that shows a real desire for excellence * An unequivocal positive role model to staff and students * Enthusiasm for, and readiness to accept, change * A commitment to justice, quality of opportunity and to comprehensive education * A capacity for hard work * A sense of humour, warmth, energy, stamina and resilience * The professional respect of colleagues | E  E  E  E  E  E  E  E  E  E  E |