**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

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| **QUALIFICATIONS** |
| * A good honours degree
* Qualified teacher status
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| **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
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| **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
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| **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
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| **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
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| **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
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