

Person Specification – Seconded Assistant Head Teacher  
Teaching and Learning  
Easter 2018-January 2019  
L6



PLEASE NOTE: Governors will use the criteria below to shortlist. Only those applicants who demonstrate that they meet the criteria listed (to the Governors satisfaction) will be invited to interview.

	Selection Criteria	Essential/ Desirable	How Assessed
Education & Qualifications	<p>Good Honours Degree</p> <p>Qualified Teacher Status</p> <p>At least 3 years teaching experience</p> <p>Evidence of continuing professional development in SEND</p> <p>Recognised Qualifications</p> <ul style="list-style-type: none"> <li>• Leadership</li> <li>• Behaviour</li> <li>• Curriculum</li> <li>• SEND e.g. ASD/ SLD/ Developmental Trauma etc.</li> <li>• Child protection training</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p>	Application
Leadership and Management	<p>Evidence of continuing professional development in management.</p> <p>Evidence of successful experience in leadership and management role.</p> <p>Evidence of successful experience in developing initiatives and managing change.</p> <p>Evidence of effective contribution to the school improvement plan.</p> <p>Evidence of effective delegation to staff and effective follow-up to ensure that tasks are completed well.</p> <p>Ability to analyse situations, prioritise and help implement realistic solutions.</p> <p>Completion of Safer Recruitment Training.</p> <p>Use and management of effective strategies to manage pupil behaviour with complex needs.</p> <p>Effective liaison with Governors and a good understanding of their role.</p> <p>Ability to establish and develop good relationships with all involved in the school.</p> <p>Capacity to motivate, inspire, provide creative and enriching leadership to the school.</p> <p>Ability to clearly articulate strong vision to all members of the school community.</p> <p>Capacity to establish priorities for leadership and monitor accountabilities.</p>	<p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	Application/ Supporting Statement/ Selection Process

Experience and Skills	<p>Demonstrate and lead Outstanding classroom practice.</p> <p>Excellent interpersonal, communication and organisational skills.</p> <p>Significant experience in SEND.</p> <p>Able to demonstrate vision and strategic leadership of a school.</p> <p>Proven success in raising standards at the end of key stage.</p> <p>High expectations and standards of achievement and behaviour.</p> <p>Good knowledge of the National Curriculum and how it applies to SEND population.</p> <p>Good Knowledge of using Management Information Systems in the effective running of the school.</p> <p>Experience of budget management.</p> <p>Experience in monitoring and evaluating curriculum delivery.</p> <p>Evidence of successful multi-agency and partnership working.</p> <p>Experience of coaching and/ or mentoring.</p> <p>Experience of leading staff development/ training.</p> <p>Secure knowledge of performance management and staff appraisal.</p> <p>Evidence of working with staff at all levels to set clear priorities and accountabilities.</p> <p>Detailed knowledge of Health and Safety requirements in school.</p> <p>Provide advice and guidance to staff, parents and carers in a positive and clear manner.</p> <p>Demonstrate a flexible approach and a willingness to listen to others.</p>	<p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p>	Application/ Supporting Statement/ Selection Process
Motivation and Personality	<p>Expectation of high achievement for all pupils.</p> <p>Genuine concern for the welfare of the staff and pupils.</p> <p>Relentless optimism, energetic and self-motivated.</p> <p>Commitment to enhancing provision and raising attainment in collaboration with the community as a whole.</p> <p>Clear educational vision.</p> <p>Remain calm when working under pressure.</p> <p>Respect for individual differences.</p> <p>Commitment to parental partnership in education and developing links with the school, home and the community.</p> <p>Inspire others with confidence.</p> <p>High levels of emotional intelligence.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	Application/ Supporting Statement/ Selection Process