

Person Specification – Assistant Headteacher

Introduction

This person specification is intended to assist both candidates and governors in the appointment process. The Governing Body recognise the importance of this role and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

Training and Qualifications:

	Essential	Desirable	Source
Qualified Teacher Status (QTS).	✓		AF
Degree.	✓		AF
NPQH or NPQSL.		✓	AF
Higher Degree.		✓	AF
Post-entry qualification.		✓	AF
Recent participation in a range of relevant CPD, especially in leadership and management.	✓		AF
Training in restraint and use of reasonable force.		✓	AF

Experience:

	Essential	Desirable	Source
A specialist teacher, with high expectations and proven excellent classroom practice, in either a PRU, Special or mainstream setting.	✓		AF/I
Significant management experience within the education sector	✓		AF/I
Significant experience of Special Educational Needs, that encompasses the implementation of programs and initiatives that provide positive outcomes for challenging students.	✓		AF/I

Professional Knowledge, Qualities and Abilities:

Knowledge

Applicants should be able to demonstrate a good knowledge of the following areas:

	Essential	Desirable	Source
Operational planning processes.	✓		AF/I
Leading change, creativity, growth and innovation.		✓	AF/I
Strategies for raising achievement and achieving excellence	✓		AF/I
Principles of effective teaching and assessment for learning.	✓		AF/I



Strategies for ensuring inclusion, diversity and access	✓	Learning for Life	AF/I
School or team self-evaluation	✓		I
The use of a range of evidence, including performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance.	✓		I
Current issues and future trends that impact on the school community	✓		I
Strategies which encourage parents and carers to support their children's learning.	✓		I

Personal Qualities and Abilities:

Applicants should be able to provide evidence that they have the necessary personal skills and abilities required by the post to:

	Essential	Desirable	Source
Strong ICT skills for analysis and communication	✓		
Inspire, challenge, motivate and empower others to carry the vision forward	✓		AF/I
Model the values and vision of the school	✓		I
Ability to communicate effectively in writing and orally to a range of stakeholders	✓		I
Flexible and approachable yet resilient under pressure	✓		I
Access, analyse and interpret information	✓		AF/I
Collect and use a rich set of data to understand the strengths and weaknesses of the school		✓	I
Combine the outcomes of regular school self-review with external evaluations in order to develop the school		✓	I
Develop, empower and sustain individuals and teams	✓		AF/I
Challenge, influence and motivate others to attain high goals	✓		AF/I
Give and receive effective feedback and act to improve personal performance	✓		AF/I
Commitment to equality of opportunity	✓		AF/I

