

WOODBRIDGE HIGH SCHOOL

ASSISTANT HEADTEACHER - Person Specification

Qualification Skill / Attribute		Essential (E) / Desirable (D)
1	Qualifications	
		E
a.	Qualified Teacher Status Good honours degree	E
b.		D
C.	Higher degree Fuidence of continuing professional development at a level appropriate to your present past	E
d.	Evidence of continuing professional development at a level appropriate to your present post	D
e.	Commitment to professional development towards future headship	D
2.	A successful record of:	
a.	Teaching in a comprehensive school(s) – desirable to demonstrate this over full 11-18 age range	E/D
b.	Leadership and management of a team of teachers at least TLR1 level for a minimum of three years	E
C.	Pupil achievement at a personal and leadership level as evidenced by value added and other performance indicators	E
d.	Leading and managing change (essential within a department / year team, desirable at whole school level)	E
e.	Using data and other objective measures to bring about sustained improvement in student outcomes over time	E
3.	Proven ability to:	
a.	Be committed to the protection and safeguarding of children and young people	E
b.	Develop high-quality working relationships with young people in a secondary school setting	E
c.	Value the education of every student as equally important and demonstrate this in all aspects of work	E
d.	Communicate highly effectively with a wide range of audiences orally and in writing	E
e.	Lead and contribute to discussion and implementation of strategy at all levels	E
f.	Prioritise, time manage, deal with short term situations and long term priorities	E
g.	Demonstrate best practice classroom learning and teaching	E
h.	See yourself as a role model in terms of hard work, commitment to meeting pupil needs, demeanour and attitude to all members of the school community and wider stakeholders	E
i	Oversee disciplinary procedures and deal with pupils, staff, and parents in a way that is accepted as clear, firm, supportive and fair	E
;. 	Use appropriate software to construct and maintain a secondary school timetable efficiently	Ē
k.	Professionally develop other colleagues	D
K.	Take part in effective peer review and collaboration	D

4.	Personal qualities	
a.	A full and genuine commitment to inclusive comprehensive education	E
b.	A belief in unconditional positive regard for young people	E
C.	A belief in the values of kindness, tolerance, respect for others and continual pursuit of excellence	E
d.	Creative and strategic thinking	E
e.	Ability to empower others and develop their potential	E
f.	Intellectual tenacity	E
g.	Efficiency and capacity for hard work	E
h.	Ambition for self and others	E
i.	A readiness to innovate	E
j.	An ability to articulate a vision	E
k.	Exemplary attendance and punctuality	E
I.	Excellent interpersonal skills with all stakeholders	E
m.	Ability to manages change sensitively and skilfully	E
n.	Openness, flexibility, calmness, integrity, resilience, good judgement	E
0.	A commitment to involve parents and the community as fully as possible in the life of the school	E
p.	Willingness to engage fully in a collaborative and devolved leadership team	E