## Assistant Headteacher: Person Specification



Criteria	Qualities
Qualifications	Qualified teacher status
and training	National Award for SEN Co-ordination, or a willingness to
	complete it within 3 years of appointment
	Degree
Experience	Teaching experience for at least 5 years in a mainstream secondary school
	<ul> <li>Experience of working at a whole-school level with a demonstrable impact</li> </ul>
	Involvement in self-evaluation and development planning
	Experience of conducting training/leading INSET
	Experience of senior or middle leadership including the line management of a team of staff
	<ul> <li>Proven track record of raising standards through outstanding classroom practice.</li> </ul>
Skills and knowledge	<ul> <li>Sound knowledge of the SEND Code of Practice, as well as statutory arrangements for disadvantaged pupils and Looked After and Previously Looked After Children.</li> </ul>
	<ul> <li>Understanding of what makes 'quality first' teaching, and of effective intervention strategies</li> </ul>
	Ability to plan, organise, deliver and evaluate interventions
	<ul> <li>Data analysis skills, and the ability to use data to inform provision planning</li> </ul>
	Effective range of communication and interpersonal skills to a variety of audiences
	<ul> <li>Ability to work with other agencies and professionals and build effective working relationships</li> </ul>
	Ability to influence and negotiate
	<ul> <li>Good record-keeping skills and the ability to manage school information and data for recording, monitoring, evaluation and reporting</li> </ul>
	<ul> <li>Proficiency in the use of ICT and the software programmes used in school.</li> </ul>
Personal qualities	<ul> <li>Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school</li> </ul>
	<ul> <li>Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability</li> </ul>
	Ability to work under pressure and prioritise workload efficiently
	Commitment to maintaining confidentiality at all times
	Have a clear understanding of Child Protection procedures and a
	commitment to safeguarding and equality
	<ul> <li>The ability to deal effectively with students, parents and all stakeholders</li> </ul>
	Team player and highly motivated
	Ambitious and committed to own professional development