**Assistant Headteacher, Head of Sixth Form – Person Specification**

This person specification shows the abilities, skills and qualifications you will need to carry out the duties associated with the role. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Evidence**  A – application  C – certificate  I – interview  R – reference |
| **Qualifications** |  |  |  |
| Good first degree | ✓ |  | A/C |
| Qualified Teacher Status | ✓ |  | A/C |
| Right to Work in the UK | ✓ |  | A |
| Evidence of continuing professional development | ✓ |  | A/I |
| A higher degree |  | ✓ | A/C |
| NPQML or equivalent (or higher) leadership qualification |  | ✓ | A/C |
| Undertaking or willingness to undertake NPQSL |  | ✓ | A/I |
|  |  |  |  |
| **Skills and Experience** |  |  |  |
| Outstanding practitioner capable of engaging students and generating high student outcomes | ✓ |  | A/I/R |
| Track record of success in a pastoral, curriculum or other middle or senior leadership role | ✓ |  | A/I/R |
| Proven track record of raising standards across the whole school |  | ✓ | A/I/R |
| Experience of presenting ideas to a range of audiences including students, parents/carers and governors. | ✓ |  | A/I |
| Experience of overseeing and implementing change effectively | ✓ |  | A/I |
|  |  |  |  |
| **Knowledge** |  |  |  |
| Experience of interpreting educational data and using it to raise standards | ✓ |  | A/I |
| Knowledge of the current Ofsted inspection framework and its implications | ✓ |  | A/I |
| Awareness of the use of a variety of IT systems to track progress and performance | ✓ |  | A/I |
|  |  |  |  |
| **Leadership Skills and Attributes** |  |  |  |
| Personal impact and presence | ✓ |  | A/I/R |
| Excellent communication skills, including the ability to listen and reflect | ✓ |  | A/I |
| High level of personal motivation and initiative | ✓ |  | A/I |
| Ability to work with and through others | ✓ |  | I/R |
| Ability to lead others, and to hold other to account | ✓ |  | I/R |
| Ability to think strategically and to work with others to transform vision into practice | ✓ |  | I |
| Excellent organisation and administrative skills | ✓ |  | A/I/R |
| Excellent data handling and interpretation skills | ✓ |  | A/I/R |
| Thorough knowledge of educational developments and government policies | ✓ |  | I |
| Resilience, professionalism and positivity, including a good sense of humour | ✓ |  | I/R |
| Involvement with governors or trustees |  | ✓ | A/I |
| Involvement with governors or trustees |  | ✓ | A/I |
|  |  |  |  |
| **Experience of sixth form teaching and leadership** |  |  |  |
| Clear passion and commitment to inclusive school sixth forms | ✓ |  | I |
| Significant experience of outstanding sixth form teaching in one or more subjects | ✓ |  | A/I |
| Clear understanding of how sixth form students learn and how to maximise their progress | ✓ |  | I |
| Understanding of progression routes into and out of the sixth form | ✓ |  | I |
| Ability to work with external agencies and organisations to support the sixth form curriculum, student welfare and student destinations | ✓ |  | A/I |
| Understanding of differing sixth form curriculum models, including both the core curriculum and co-curriculum |  | ✓ | I |
| Evidence of prudent financial management applicable to sixth form leadership |  | ✓ | A/I |