



Person Specification: Assistant Headteacher

Professional Qualifications/Training	Essential	Desirable
Qualified Teacher Status	✓	
Evidence of recent training and development in special education and/or leadership	✓	
Further SEN specific qualifications applicable to a special school setting		✓
Further professional qualification e.g. NPQ		✓
Experience	Essential	Desirable
Successful experience of teaching pupils with a wide range of learning needs	✓	
Experience of planning, delivering and monitoring a curriculum for pupils with diverse learning needs	✓	
Experience in planning and implementing effective behaviour management systems	✓	
Have an up to date knowledge of relevant safeguarding legislation and the ability to prompt a culture of safeguarding	✓	
Experience of managing a subject across a Key Stage/Phase or whole school	✓	
Have successful experience of leading whole school initiatives	✓	
Significant successful leadership experience at middle or senior leadership level		✓
Experience and an understanding of school financial and resource management and planning, including value for money considerations		✓
Skills, Knowledge & Attributes	Essential	Desirable
Has an understanding of how to put the safeguarding of children at the centre of the work of the school and the ability to deal with sensitive information in a confidential manner	✓	
Commitment to the setting and achieving of ambitious challenging goals and standards	✓	
Communicates well at all levels with pupils, staff, parents / carers, governors and partner agencies	✓	
Ability to work under pressure, good organisational skills, able to prioritise effectively	✓	
Has up to date knowledge of national initiatives relating to SEND	✓	
Is enthusiastic and has a sense of humour and fun	✓	
Able to build effective working relationships and is committed to supporting the staff and pupils within the school	✓	

<i>Skills, Knowledge & Attributes</i>	<i>Essential</i>	<i>Desirable</i>
Able to challenge, influence and motivate others	✓	
Encourages and listens to the 'student voice'	✓	
Understanding of the use of data to effectively track children's progress and attainment		✓
Experience of developing and / or implementing a high quality system for recording and reporting assessments		✓
Able to articulate and contribute, in partnership with others, to a strategic vision for the school and can show experience of successful improvement / action planning		✓
<i>Leadership & Management</i>	<i>Essential</i>	<i>Desirable</i>
Has a sound knowledge of and some involvement in implementing strategies that enhance teaching and learning opportunities	✓	
Good leadership skills and a presence which inspires confidence and motivates others	✓	
An open, honest and inclusive leadership style with a commitment to CPD and an ethos of teamwork, whilst retaining the ability to act decisively and inspire others	✓	
Experience of working collaboratively with senior management, parents and carers and external agencies	✓	
Experience in leading and implementing whole school initiatives and managing change.		✓
Thorough and detailed understanding of the OfSTED Framework for Inspection and the OfSTED School Inspection Handbook		✓
Involvement in reviewing self evaluation and implementing develop plans		✓
Experience of recruiting, selecting, interviewing and delivering effective performance management of staff using the current Teachers' Standards and Regulations for teacher appraisal and capability		✓
<i>Strengthening Community</i>	<i>Essential</i>	<i>Desirable</i>
A commitment to working with the Governing Board	✓	
A successful record of working with key partners, both within and beyond education, including parents / carers and local schools	✓	
A commitment to developing links with the local community		✓