

## ARNOLD ACADEMY

### Person Specification Form

#### Assistant Headteacher (Pastoral)

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Recognised Degree or equivalent</li> <li>• Post-entry curriculum or management qualification e.g. NPQML or NPQSL.</li> </ul>	<p>E E D</p>	<p>Application form</p>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• At least 3 years' experience as a Middle Manager in a primary, middle or secondary phase of education.</li> <li>• At least 5 years' teaching experience in the 9 -13 age range (primary or secondary).</li> <li>• Teaching experience in more than one school or academy, including recent substantial experience in the 9-13 age range.</li> <li>• Contribution to management and development:               <ul style="list-style-type: none"> <li>◊ Successful development planning either at whole-school and/or department self-evaluation which impacts on high provision for learners</li> <li>◊ Policy development and implementation</li> <li>◊ Effective team leadership in whole-school initiatives</li> <li>◊ Successfully demonstrated innovation, commitment and ambition in your current role</li> <li>◊ Resource management: monitoring, evaluation and evaluation of impact</li> <li>◊ Evidence of contributing to development planning</li> <li>◊ Contributing to timetable development</li> <li>◊ Links with the community/agencies</li> </ul> </li> </ul>	<p>E  E  D   E  E E E E E D D</p>	<p>Application form</p> <p>Application form, references and Interview</p> <p>Application form, references and interview</p>
<p><b>Professional Development</b></p> <p>Commitment to own on-going professional development (i.e. future move towards/ aspiring to achieve NPQH qualification or Masters Degree)</p> <p>Recent INSET attended in:</p> <ul style="list-style-type: none"> <li>◊ Aspects of Leadership and Management</li> <li>◊ Subject or Pastoral area</li> <li>◊ Safer Recruitment</li> <li>◊ Appropriate training in subject and school development</li> </ul>	<p>E  E E D D</p>	<p>Application form and references (certification evidence).</p>

<p><b>Knowledge, Skills and Attributes</b></p> <p>Candidates should be able to show that they have:</p> <ul style="list-style-type: none"> <li>• a thorough knowledge and understanding of current educational issues, including national policies, Ofsted standards, strategies, priorities and legislation</li> <li>• a clear understanding of the impact of school or academy improvement and in particular the quality of learning and teaching</li> <li>• excellent knowledge and understanding of current curricular issues relevant to the needs of learners at KS2 and 3</li> <li>• awareness of management issues and the potential impact on leadership</li> <li>• proficient in the use of an information management system to track, analyse and interpret data and produce informative reports</li> <li>• commitment to collaboration and sharing of resources and expertise across all phases of learning (e.g. enrichment activities)</li> <li>• willingness to contribute to financial management, accountability and quality standards</li> <li>• self-confidence, loyalty, personal impact and presence</li> <li>• the ability to relate well to pupils, parents, staff and governors</li> <li>• excellent communication, organisational and interpersonal skills</li> <li>• high levels of commitment, enthusiasm, inspiration and motivation</li> <li>• knowledge and understanding of the effect of transition on pupil progress</li> <li>• ability to build on current good practice whilst making a key contribution to moving the academy forward with vision and vigour</li> <li>• commitment to the development of Values Education</li> <li>• commitment to young people and their life-chances</li> <li>• commitment to working in partnership with governors</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application form, references and interview</p>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• application form and letter addresses the person specification and job description for the role at Arnold Academy</li> </ul>	<p>E</p>	<p>Application form and letter</p>