



Person Specification

**ASSISTANT HEADTEACHER -
PUPIL PROGRESS, ASSESSMENT AND TIMETABLE
LEADERSHIP 13-17**



**Sidney Stringer
Multi Academy Trust**

Person Specification

Assistant Headteacher - Pupil Progress, Assessment and Timetable

Pay Scale: Leadership L13-17

Responsible to: Headteacher

Elements required to undertake the job are provided under specific headings. Each element is essential or desirable as indicated by an E or D in the “E/D” column.

How the evidence will be tested is indicated under the remaining columns.

THE FOLLOWING METHODS OF ASSESSMENT WILL BE USED:

- Interview
- Technical Assessment of application against criteria.
- Presentation
- Lesson

A	TRAINING & QUALIFICATIONS	E/ D	A	I	R
1	Qualified Teacher Status	E	✓		
2	Degree (or equivalent)	E	✓		
3	Evidence of recent professional development	E	✓		
4	Leadership or other relevant qualification	D	✓		
B	EXPERIENCE OF TEACHING & KNOWLEDGE	E/ D	A	I	R
1	Excellent classroom practitioner	E	✓	✓	✓
2	Up to date knowledge in the areas of curriculum, assessment, safeguarding and Child Protection processes.	E	✓	✓	✓
3	Demonstrable track record of effective use of data and assessment at a subject, faculty or whole school level	E	✓	✓	✓

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4	Experience implementing a subject, faculty or whole school pupil premium strategy	D	✓	✓	✓
5	Experience planning, delivering and monitoring the effectiveness of a range of academic and pastoral interventions at a subject, faculty or whole school level	E	✓	✓	✓
6	Demonstrable evidence of providing comprehensive analysis regarding key performance indicators for pupil progress/outcomes either at a subject, faculty or whole school level	D	✓	✓	✓
7	Experience of leading and line managing a team	E	✓	✓	✓
8	Track record of delivering subject, faculty or whole school CPD	D	✓	✓	
9	Experience of leading effective whole school improvement strategy	D	✓	✓	✓
10	Experience of effectively supporting others to improve their practice and ability to secure progress	E	✓	✓	✓
11	Experience writing/designing a curriculum timetable at a subject, faculty or whole school level	E	✓	✓	✓
12	Demonstrable track record of leading and/or line managing faculties/departments with evidence of improved outcomes/impact	E	✓	✓	✓
13	Experience of developing other leaders through effective line management, mentoring and/or coaching	D	✓	✓	✓
14	Experience of using assessment, timetable and data related software such as Nova T. 4matrix and Bromcom	D	✓	✓	✓
15	Experience of co-ordinating the pathways/options process	D	✓	✓	✓
16	Experience leading subject, faculty or whole school quality assurance activities	D	✓	✓	✓
17	Experience leading the reporting of student progress to parents	D	✓	✓	✓
C	PROFESSIONAL DEVELOPMENT	E/ D	A	I	R
1	Commitment to supporting CPD to develop the school	E	✓	✓	
2	Experience of effective school improvement initiatives	E	✓	✓	
3	Evidence of active interest in staff development through CPD, staff appraisal and school improvement planning	D		✓	

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D	PERSONAL SKILLS & ATTRIBUTES	E/ D	A	I	R
1	Ability to communicate an effective school vision, high expectations and support the ethos and values of the school	E	✓	✓	✓
2	Demonstrable ability to work effectively in a wide partnership, lead and strategically challenge under performance to achieve school improvement	E	✓	✓	
3	Demonstrable ability to effectively use data and information to drive school improvement and progress	E	✓	✓	✓
4	Demonstrable ability to effectively lead the management of assessment, timetable and pupil progress	E	✓	✓	✓
5	Evidence of improving students outcomes and supporting staff to ensure strong pupil progress	E	✓	✓	✓
6	Commitment to raising standards and achieving the highest standards of engagement and attainment for young people and staff	E	✓	✓	✓
7	Ability to form and maintain appropriate relationships and personal boundaries with students	E	✓		✓
8	Emotional resilience in working with challenging behaviour and a commitment to a restorative approach	E	✓		✓
9	Ability to lead programmes to coach/mentor, support and challenge staff and students to ensure engagement, progress and well-being	D		✓	
10	Evidence of being able to build and sustain effective working relationships with staff, Governors, parents/families and the wider community	D	✓		✓

E/D = Essential/Desirable

A = Application

I = Interview

R = References