



### Person Specification – Assistant Headteacher (Progress, Data & Assessment)

Essential requirements (E) are those without which an applicant will not be considered for appointment. Desirable requirements (D), whilst desired, a candidate will still be considered for appointment without these.

Personal attributes required based on Job Description	E/D
<b>Qualifications</b> <ol style="list-style-type: none"> <li>1. Qualified Teacher Status.</li> <li>2. Qualified to degree level.</li> <li>3. Relevant post-graduate qualification in education or management.</li> <li>4. Successful completion of an appropriate leadership qualification or actively working towards one e.g. NPQSL, NPQML, Leading from the Middle.</li> </ol>	E E D E
<b>Experience</b> <ol style="list-style-type: none"> <li>1. Recent experience as a middle or senior leader.</li> <li>2. Experience of success in an all-through setting.</li> <li>3. Track record of delivering and sustaining progressive improvements in achievement through quality of teaching and learning.</li> <li>4. Experience of raising student attainment.</li> <li>5. Experience of successful and robust budget management.</li> <li>6. Experience of working in a multi-academy trust environment.</li> <li>7. Has led teams of others successfully.</li> <li>8. Demonstrable track record of outstanding classroom practice.</li> <li>9. Has experience of managing staff performance effectively.</li> <li>10. Shows an awareness of whole school issues.</li> <li>11. Experience of successfully initiating, implementing, monitoring and evaluating developments to improve the quality of teaching and learning.</li> <li>12. Can use data systems effectively to raise standards and outcomes.</li> <li>13. Experience of contributing to whole school strategic planning at a senior level.</li> <li>14. Experience of delivering high quality CPD.</li> </ol>	E D E E E E D E E E E E E E E E E D D E
<b>Knowledge and Understanding</b> <ol style="list-style-type: none"> <li>1. Detailed knowledge of current accountability measures at all key stages.</li> <li>2. Full knowledge of the current Ofsted framework.</li> <li>3. Excellent knowledge and understanding of strategies to improve the quality of teaching and learning across all key stages for all learners.</li> <li>4. Up to date knowledge of the principles of safeguarding.</li> <li>5. Excellent knowledge of the principles of coaching to improve teaching at all levels.</li> <li>6. Knowledge of effective self-evaluation systems for Teaching and Learning.</li> <li>7. Knowledge of effective data management systems (e.g. SISRA)</li> </ol>	E E E  E D D D

<b>Skills and Abilities</b> <ol style="list-style-type: none"> <li>1. Excellent communication skills, both verbal and written, with the ability to negotiate and consult tactfully and effectively; to achieve desirable outcomes.</li> <li>2. Strong ability to present to a wide range of audiences.</li> <li>3. Excellent ability to make well-judged decisions based upon accurate analysis and interpretation of appropriate data or information.</li> <li>4. High level pro-active and creative thinking to anticipate issues, address problems and pursue opportunities.</li> <li>5. Strong resilience and mental toughness to operate in a challenging environment.</li> <li>6. Readiness to seek and respond to advice and guidance.</li> <li>7. Excellent collaborative working skills to perform effectively as part of the wider team of the Fylde Coast Academy Trust.</li> <li>8. Expert and robust people management and leadership skills, to lead by example.</li> <li>9. Determination to promote equality of opportunity throughout all aspects of academy life.</li> <li>10. Ability to set, expect and monitor excellent standards.</li> <li>11. Strong ability and drive to achieve challenging personal and organisational goals.</li> <li>12. Positive outlook, flexible, a team player and leader.</li> </ol>	E E E E E E E E E E E E
<b>Other Attributes</b> <ol style="list-style-type: none"> <li>1. Evidence of having undertaken recent and relevant continuous professional development and to demonstrate the impact of this in work practice.</li> </ol>	E