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| ASSISTANT HEADTEACHER - PERSON SPECIFICATION **Criteria required for this post** | | | | | | | | | |
| ESSENTIAL | | | | DESIRABLE | | | | | |
| *Requirement* | How Identified | **Met**  **Yes No** | | Requirement | How Identified | | **Met**  **Yes No** | | |
| **EDUCATION, TRAINING AND QUALIFICATIONS** | | | | | | | | | |
| Working towards or willingness to completed either the NPQSL or equivalent leadership qualification | Application form  Certificates |  |  | Achieved NPQSL / equivalent or higher | Application form  Certificates | |  |  | |
| Degree | Application form  Certificates |  |  | Post Graduate qualifications / Autism specific qualifications | Application form  Certificates | |  |  | |
| Qualified teacher status or equivalent | Application form  Certificates |  |  | Lead practitioner | Application form  Certificates | |  |  | |
| **KNOWLEDGE & EXPERTISE** | | | | | | | | | |
| High level of skills in effective staff motivation and development, including establishment of a positive performance culture delivering continuous school improvement | Application form  Interview |  |  | Awareness and understanding required to carry out the role, including specific knowledge of autism and/or relevant legislation | Application form  Interview | |  |  | |
| Knowledge of careers education and Independent advice and guidance. | Application form  Interview |  |  |  |  | |  |  | |
| Knowledge of a wide range of qualifications and accreditations | Application form  Interview |  |  | Assessor status for awarding bodies | Application form  Certificates | |  |  | |
| Understanding of high quality teaching and the ability to model this to support and improve others. | Application form  Certificates |  |  |  |  | |  |  | |
| Knowledge of current health and safety legislation around trips, visits and off site activities (e.g. work experience, college visits) | Application form  Interview |  |  |  |  | |  |  | |
| Knowledge and experience of Ofsted requirements / inspections | Application form  Interview |  |  | Experience of leading an area in a recent Ofsted inspection | Application form  Certificates | |  |  | |
| A good understanding of autism and effective strategies needed to meet the needs of all students | Application form  Interview |  |  | Evidence of delivering training /support to other settings around autism practice | Application form  Certificates | |  |  | |
| **EXPERIENCE** | | | | | | | | | |
| Considerable experience of working in a school environment at a middle leader level and managing other teachers and support staff | Application form  Interview |  |  |  | Application form  Interview | |  |  | |
| Experience of leading an area of the school through an Ofsted Inspection | Application form  Interview |  |  |  |  | |  |  | |
| Successful experience of implementing school improvement strategies | Application form  Interview |  |  |  |  | |  |  | |
| Experience of delivering successful staff training | Application form  Certificates |  |  |  |  | |  |  | |
| **SKILLS, ABILITIES AND PERSONAL ATTRIBUTES** | | | | | | | | | |
| Ability to work constructively as part of a team, understanding school roles and responsibilities and your position within these | Application form  Interview |  |  |  |  | |  |  | |
| Ability to organise own workload and that of others to meet conflicting deadlines | Application form  Interview |  |  |  |  | |  |  | |
| Ability to lead and motivate other staff | Application form  Interview |  |  |  |  | |  |  | |
| Excellent literacy and numeracy skills | Application form  Interview |  |  |  |  | |  |  | |
| Excellent ICT skills including | Application form  Interview |  |  |  |  | |  |  | |
| Excellent written and verbal communication skills | Application form  Interview |  |  |  |  | |  |  | |
| Have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience | Interview |  |  |  |  | |  |  | |
| Ability to self-evaluate your learning needs and actively seek learning opportunities | Application form  Interview |  |  |  |  | |  |  | |
| Resilience and the ability to stay calm in challenging situations | Application form  Certificates |  |  |  |  | |  |  | |
| Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work | Application form  Interview |  |  |  |  | |  |  | |
| Ability to adapt to challenging situations and people and respond appropriately using negotiation and influencing skills to achieve objectives | Application form  Interview |  |  |  |  | |  |  | |
| Self-motivation and personal drive to complete tasks to the required timescales and quality standards | Application form  Interview |  |  |  |  | |  |  | |
| Flexibility to adapt to changing workload demands and new school challenges | Application form  Interview |  |  |  |  | |  |  | |
| Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the students | Application form  Interview |  |  |  |  | |  |  | |
| Excellent behaviour management skills | Application form  Interview |  |  | Positive behaviour support training / practitioner | Application form  Certificates | |  |  | |
| To be able to work as part of a team and have a sense of humour. | Application form  Certificates |  |  |  |  | |  |  | |
| **OTHER REQUIREMENTS** | | | | | | | | | |
| Willingness to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service) |  |  |  |  |  | |  |  | |

**Assistant Headteacher**

**Person Specification – September 2018**