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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 formCertificates |  |  | Achieved NPQSL / equivalent or higher | Application formCertificates |  |  |
| Degree | Application formCertificates |  |  | Post Graduate qualifications / Autism specific qualifications | Application formCertificates |  |  |
| Qualified teacher status or equivalent | Application formCertificates |  |  | Lead practitioner | Application formCertificates |  |  |
| **KNOWLEDGE & EXPERTISE** |
| High level of skills in effective staff motivation and development, including establishment of a positive performance culture delivering continuous school improvement | Application formInterview |  |  | Awareness and understanding required to carry out the role, including specific knowledge of autism and/or relevant legislation | Application formInterview |  |  |
| Knowledge of careers education and Independent advice and guidance. | Application formInterview |  |  |  |  |  |  |
| Knowledge of a wide range of qualifications and accreditations | Application formInterview |  |  | Assessor status for awarding bodies | Application formCertificates |  |  |
| Understanding of high quality teaching and the ability to model this to support and improve others. | Application formCertificates |  |  |  |  |  |  |
| Knowledge of current health and safety legislation around trips, visits and off site activities (e.g. work experience, college visits) | Application formInterview |  |  |  |  |  |  |
| Knowledge and experience of Ofsted requirements / inspections | Application formInterview |  |  | Experience of leading an area in a recent Ofsted inspection | Application formCertificates |  |  |
| A good understanding of autism and effective strategies needed to meet the needs of all students | Application formInterview |  |  | Evidence of delivering training /support to other settings around autism practice | Application formCertificates |  |  |
| **EXPERIENCE** |
| Considerable experience of working in a school environment at a middle leader level and managing other teachers and support staff | Application formInterview |  |  |  | Application formInterview |  |  |
| Experience of leading an area of the school through an Ofsted Inspection | Application formInterview |  |  |  |  |  |  |
| Successful experience of implementing school improvement strategies  | Application formInterview |  |  |  |  |  |  |
| Experience of delivering successful staff training | Application formCertificates |  |  |  |  |  |  |
|  **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 formInterview |  |  |  |  |  |  |
| Ability to organise own workload and that of others to meet conflicting deadlines | Application formInterview |  |  |  |  |  |  |
| Ability to lead and motivate other staff | Application formInterview |  |  |  |  |  |  |
| Excellent literacy and numeracy skills | Application formInterview |  |  |  |  |  |  |
| Excellent ICT skills including  | Application formInterview |  |  |  |  |  |  |
| Excellent written and verbal communication skills | Application formInterview |  |  |  |  |  |  |
| 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 formInterview |  |  |  |  |  |  |
| Resilience and the ability to stay calm in challenging situations | Application formCertificates |  |  |  |  |  |  |
| Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work | Application formInterview |  |  |  |  |  |  |
| Ability to adapt to challenging situations and people and respond appropriately using negotiation and influencing skills to achieve objectives | Application formInterview |  |  |  |  |  |  |
| Self-motivation and personal drive to complete tasks to the required timescales and quality standards | Application formInterview |  |  |  |  |  |  |
| Flexibility to adapt to changing workload demands and new school challenges | Application formInterview |  |  |  |  |  |  |
| Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the students | Application formInterview |  |  |  |  |  |  |
| Excellent behaviour management skills | Application formInterview |  |  | Positive behaviour support training / practitioner | Application formCertificates  |  |  |
| To be able to work as part of a team and have a sense of humour. | Application formCertificates |  |  |  |  |  |  |
| **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**