



**THE BILLERICAY SCHOOL
A MATHS AND COMPUTING COLLEGE
PERSON SPECIFICATION**



Associate Assistant Headteacher – Mathematics & Computer Technologies

Category	Essential	Desirable
Application	<ul style="list-style-type: none"> • Supportive reference/s • Well structured supporting letter 	
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher status • Degree in Mathematics or related field 	<ul style="list-style-type: none"> • Further professional qualifications [SLE and/or NQML]
Experience	<ul style="list-style-type: none"> • Minimum of 6 years teaching in secondary education • Experience of working successfully and co-operatively as a leader and a member of the extended leadership team in a school • Experience of the successful leadership and management of change at middle management level 	<ul style="list-style-type: none"> • Teaching experience in all 3 Key Stages • Involvement with school and community links • Experience of administrative procedures
Professional Development	<ul style="list-style-type: none"> • Undertaken Personal Professional Development activities covering teaching & learning, assessment, curriculum and management within the last two years 	<ul style="list-style-type: none"> • Evidence of active interest in staff development • Experience of planning and managing staff development
Skills	<ul style="list-style-type: none"> • Ability to communicate effectively in a variety of situations • Proven leadership skills • A proven record in middle management and extended senior leadership, promoting development, planning, delivery monitoring and evaluation 	<ul style="list-style-type: none"> • Ability in administration, budget and personnel management • Can offer a range of teaching
Special Knowledge	<ul style="list-style-type: none"> • A clear vision and understanding of the needs of secondary students • A clear vision of the impact that good assessment practice can have on the academic progress of students 	<ul style="list-style-type: none"> • Use of ICT in supporting all aspects of school and professional life • Familiarity with assessment/data packages [i.e. SIMS Assessment Manager, 4 Matrix, ALPS]
Personal Attributes	<ul style="list-style-type: none"> • Ability to demonstrate enthusiasm and sensitivity whilst working with others • Ability to initiate and manage change with successful outcomes • Caring attitude towards students and parents • Evidence of being able to build and sustain effective working relationships with staff, governors, parents/carers and the wider community • Ambition to progress further in due course 	<ul style="list-style-type: none"> • Flexibility and adaptability in order to be able to mix and work with a wide range of people • Interests beyond teaching/school