

## PERSON SPECIFICATION- Assistant Headteacher Secondary

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

Qualifications	Essential/Desirable	How Identified
<input type="checkbox"/> Degree and Qualified Teacher Status.	E	Certificates
Skills/Key Criteria	Essential/Desirable	How Identified
<input type="checkbox"/> Ability to relate positively to all children of secondary age in order to ensure that they are confident learners, determined to achieve their potential	E	Application form and selection process
<input type="checkbox"/> Clear understanding of the importance of effective assessment, planning, monitoring progress and attainment and monitoring strategies to raise academic standards	E	
<input type="checkbox"/> Clear understanding of the importance of effective welfare and pastoral support in raising academic standards	E	
<input type="checkbox"/> Ability to establish, lead manage and monitor the work of teams	E	
<input type="checkbox"/> Clear understanding of the change process and ability to manage change	E	
<input type="checkbox"/> Clear understanding of the role of accountability in raising standard	E	
<input type="checkbox"/> Clear understanding of the parameters for appropriate curriculum design to meet the needs of all learners	E	
Knowledge and Experience	Essential/Desirable	How Identified
<input type="checkbox"/> Proven experience as an effective teacher with a proven record of raising standards through your own teaching	E	Application form and selection process
<input type="checkbox"/> Proven experience of raising standards through managing the work of a team of teachers	E	
<input type="checkbox"/> Proven experience of introducing and managing effective interventions when pupils are not making expected progress	E	
<input type="checkbox"/> Proven experience of supporting other colleagues to develop effective teaching	E	
<input type="checkbox"/> Experience of identifying and addressing the training needs of staff (teachers and support workers)	E	

<b>Personal Attributes</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Excellent communication skills with proven ability to communicate with a range of stakeholders including teachers, parents and other professionals	<b>E</b>	Application form and selection process
<input type="checkbox"/> Ability to relate well to children and young people and members of the community	<b>E</b>	
<input type="checkbox"/> Excellent team work skills including the ability to be a good team member as well as team leader	<b>E</b>	
<input type="checkbox"/> Ability to work outside normal Trust / Academy hours in line with needs of the LST service provision	<b>E</b>	
<input type="checkbox"/> A flexible approach	<b>E</b>	
<input type="checkbox"/> Ability to manage own time well to meet competing demands	<b>E</b>	
<input type="checkbox"/> A positive attitude and commitment to equality	<b>E</b>	
<b>Circumstances - Personal</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Must be legally entitled to work in the UK (Asylum and Immigration Act 1996)	<b>E</b>	Application form and selection process
<input type="checkbox"/> No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required)	<b>E</b>	
<b>Equal Opportunities</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	<b>E</b>	Application form and selection process
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	<b>E</b>	
<b>Safeguarding</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Ability to maintain appropriate relationships and personal boundaries with children and young people	<b>E</b>	Application form and selection process
<input type="checkbox"/> Displays commitment to the protection and safeguarding of children and young people	<b>E</b>	
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	<b>D</b>	