**Caterham High School**

**PERSON SPECIFICATION**

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| **Post Title** | Assistant Head | **Grade L13-17** |  |
| **Department** |  | **Date of Person Specification** | **October 2017** |

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| **Attributes** | **Minimum Criteria** | **Method of Assessment** |
| **Experience** | At least 2 years’ experience as an Assistant Head, Middle Leader or equivalent  Successfully led, planned, managed and evaluated change which has had a significant impact at whole school level.  Demonstrated the ability to work strategically and successfully at Middle/Senior leadership level.  Demonstrated outstanding, sustained, and successful experience as a teacher in a secondary context.  Experience of strategies that encourage parents and carers to support children’s learning.  Successful experience of student behaviour management strategies.  Experience of building and sustaining effective relationships with parents, carers other schools and partners and the broader community that enhance the education of pupils.  Successful experience of the delegation of leadership responsibilities and management tasks as appropriate, and monitoring their implementation.  Experience of implementing strategies for improving the quality of teaching and learning, including promoting excellence and challenging poor performance.  Experience of monitoring and evaluating the effectiveness of teaching and learning, including its outcomes in terms of standards and achievement and personal development and well-being. | application  application, reference, interview  application, reference, interview  application and reference  application / interview / reference  application / interview  application / interview / reference  application / interview / reference  application / interview / reference  application / interview / reference |
| **Education, Training**  **And Qualifications** | A good honours degree in a relevant subject  A teaching qualification together with Qualified Teacher Status | application  application |
| **Relationships** | Understands the significance of interpersonal relationships and strategies for promoting individual and team development.  Knows how to promote an open, fair and equitable culture.  Has a clear understanding of the impact of change and different leadership styles on individuals and organisations.  Ability to communicate effectively orally and in writing with all stakeholders.  Committed to working cooperatively with students and able to communicate sensitively and effectively with them. | Interview / reference  Interview / reference  Interview / reference  Interview / reference  Application / interview / reference |
| **Equalities and Diversity** | Has an understanding of equalities and diversity and is able to implement this understanding effectively within role  Able to recognise and respond positively to differing needs | Interview  application |
| **Knowledge, Skills and understanding** | Demonstrates a clear understanding of the principles and practice of quality assurance systems, including school review, self evaluation and performance management and have experience of these.  Shows a practical understanding of how to analyse and use the full range of evidence, including performance data and external evaluations, to support, monitor, evaluate and improve aspects of the school, including challenging poor performance.  Understands how to establish and sustain effective organisational structures, systems, policy and practice.  Knowledge of and commitment to the safeguarding and promoting the welfare of children and young people.  A thorough understanding of planning and assessment techniques.  A good knowledge and understanding of how ICT can be used in the teaching of the subject to enhance student learning and able to promote this.  Think analytically and creatively and demonstrate initiative in solving problems.  Prioritise, plan and organise self and others.  Has an understanding of up to date national initiatives and the implications of the governments education agenda. | Interview / reference  Interview / reference  Interview / reference  Interview / reference  Application / interview  Application / interview  Application / interview  Application / interview  Interview |
| **Management, e.g.**  **People, Finance and Skills** | Experience of holding individuals, teams and whole school to account for pupil learning outcomes.  The ability to lead curriculum development and innovation.  Can demonstrate strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision.  Ability to inspire, challenge, motivate and empower teams and individuals to achieve high goals.  Demonstrate personal and professional integrity, including modelling values and vision | Application / interview / reference  Application / interview  Application / interview / reference  Application / interview  Interview / reference |
| **Any additional factors** | Demonstrate resilience and optimism.  Demonstrate a capacity for sustained hard work with energy and vigour.  Be aware of own strengths and areas for development and listen to, reflect constructively and act upon as appropriate feedback from others.  Ability to demonstrate flexibility.  Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to young people.  Evidence of undertaking relevant in service training in the last two years. | Application / interview  Application / interview  Application / interview  Application / interview  Application / interview. |