

Gildredge House Recruitment
Person Specification: Assistant Head Teacher - Director of Inclusion
(with teaching responsibility 11-19)

On appointment the Assistant Head Teacher will join a dynamic and outstanding Senior Leadership Team, taking particular responsibility for the strategic direction of inclusive education. This is a critical role, requiring high-level skills in strategic development and change management.

Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> Honours degree from a recognised university QTS 	<ul style="list-style-type: none"> Additional higher educational qualifications e.g. MA, MEd, MBA
Experience	
<ul style="list-style-type: none"> At least 4 years' successful teaching experience in the 11-16 age range with a track record of 'good' and 'outstanding' lessons Successful experience of dealing with vulnerable groups Leadership experience in the secondary age range with significant elements of team building, selling a vision and change management Knowledge of the power of ICT systems including MIS Management and leadership of staff - experience of supervising/managing teaching staff and a thorough understanding of staffing issues Building, leading and sustaining effective complex working relationships Experience in setting up school systems 	<ul style="list-style-type: none"> Qualified SENDCO or willingness to attain qualification Teaching a curriculum subject to A Level Working in more than one school Working with school Governors Working with / supervising / managing support staff Working in partnership with outside agencies that can assist in the emotional and social development of young people

Knowledge & Understanding	
<ul style="list-style-type: none"> • Substantial knowledge and understanding of learning and teaching • Knowledge of SEND Code of Practice • Knowledge and understanding of local and national best practice with respect to the teaching of SEND • Understanding of the difficulties some vulnerable groups experience and ways to combat this. • Full appreciation of Safeguarding procedures in an all-through context 	
Leadership Skills	
<p>Ability to:</p> <ul style="list-style-type: none"> • Assist the Head Teacher in leading an expanding Free School • Lead, manage and coach people to work both individually and in teams • Build teams and systems that motivate and inspire others • Demonstrate high emotional intelligence and resilience • Organise both self and others • Hold both self and others to account • Set and achieve strategic objectives • Delegate effectively • Monitor and evaluate effectively • Initiate and manage change • Understand the importance of staff welfare • Seek advice and support when necessary • Deal sensitively with people, employing tact and diplomacy as required, and resolve conflicts • Handle intense / challenging / emergency situations, keeping calm under pressure 	<p>Ability in:</p> <ul style="list-style-type: none"> • Successful school development planning and delivery • Successful school self-evaluation • Leading support staff • Reporting to school Governors

Decision-making Skills	
<p>Ability to:</p> <ul style="list-style-type: none"> • Apply a highly analytical and detailed focus to task management • Investigate, resolve problems and make decisions in a timely manner • Collect and weigh evidence, make judgements and take decisions in line with sound educational practice • Think creatively and imaginatively to solve problems and identify opportunities • Prioritise work of both self and others and to meet and manage work to tight deadlines • Plan strategically with due regard for timeliness, relevance, measures for success and highly appropriate targets • Use risk assessment methods 	
Self-Management Skills	
<p>Ability to:</p> <ul style="list-style-type: none"> • Plan time and organise work effectively • Prioritise and manage time • Work under pressure and meet deadlines • Be self-motivating e.g. setting personal goals • Strike a healthy balance between work and leisure time 	
Communication Skills	
<p>Ability to:</p> <ul style="list-style-type: none"> • Communicate clearly orally and in writing • Select the most appropriate type of communication to a range of audiences • Consult and take into account, where appropriate, the views of others • Negotiate effectively through highly developed inter-personal skills of tact and diplomacy 	

School Ethos	
<ul style="list-style-type: none"> • Desire to fulfil the school motto ‘Aspire’: be the best that one can be and inspire others to do the same • Ability and commitment to developing and maintaining the ethos of Gildredge House in partnership with the Head Teacher and other staff • Enthusiasm for working in a fast-paced environment and the idea of having a significant personal impact on the future success of the school • Willingness to engage fully with one’s own learning journey and reflect on / learn from set-backs or mistakes • Capacity to influence others in a positive and affirmative way 	
Other Personal Attributes	
<ul style="list-style-type: none"> • Adaptability to changing circumstances and ideas • Flexibility • Reliability • Integrity 	<ul style="list-style-type: none"> • Ambition for progression within school Senior Leadership e.g. to Deputy Headship or Headship