**Person Specification – Assistant Headteacher (Assessment and 6th Form Lead)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Specification** | | | | | **Essential/**  **Desirable** | | **Method of**  **Assessment** |
| **EDUCATION & TRAINING** | | | | |  | |  |
| * Qualified Teacher Status | | | | | Essential | | AF/LA/C/SP |
| * First degree or equivalent in a relevant subject | | | | | Essential | | AF/LA/C/SP |
| * Recent and relevant Continual Professional Development | | | | | Essential | | AF/LA/C/SP |
| * Good Honours Degree in a relevant subject | | | | | Essential | | AF/LA/C/SP |
| **RELEVANT EXPERIENCE** | | | | |  | |  |
| * Recent and successful teacher experience at both KS3, KS4 and KS5 | | | | | Essential | | AF/LA/R/SP |
| * Proven track record of delivering excellent outcomes for students of all abilities | | | | | Essential | | AF/LA/R/SP |
| * Minimum of two years’ experience in a successful Department or equivalent | | | | | Essential | | AF/LA/R/SP |
| * Experience of leading or managing developments in the curriculum or pastoral area | | | | | Essential | | AF/LA/R/SP |
| * Experience of making a significant contribution to improving student outcomes at departmental/year group level | | | | | Essential | | AF/LA/R/SP |
| * Experience of organising and participating in extra-curricular work | | | | | Essential | | AF/LA/R/SP |
| * Data analysis and target setting at departmental/year group level | | | | | Essential | | AF/LA/R/SP |
| * Detailed knowledge of SIMS or similar | | | | | Essential | | AF/LA/R/SP |
| * Experience of leading or managing developments in a Sixth Form area | | | | | Desirable | | AF/LA/R/SP |
| **APTITUDE AND SKILLS** | | | | |  | |  |
| * Excellent communication skills both verbal and written | | | | | Essential | | AF/LA/R/SP |
| * Excellent classroom teacher | | | | | Essential | | AF/LA/R/SP |
| * Ability to work under pressure | | | | | Essential | | AF/LA/R/SP |
| * Ability to lead, motivate, challenge and inspire staff and students | | | | | Essential | | AF/LA/R/SP |
| * Ability to initiate and successfully implement change | | | | | Essential | | AF/LA/R/SP |
| * Ability to analyse and interpret information to make informed decisions and exercise good judgement | | | | | Essential | | AF/LA/R/SP |
| * Experience in the use of new technologies to improve teaching and learning | | | | | Desirable | | AF/LA/R/SP |
| **PERSONAL QUALITIES** | | | | |  | |  |
| * Reliable and conscientious | | | | | Essential | | AF/LA/R/SP |
| * Desire and ability to learn new skills | | | | | Essential | | AF/LA/R/SP |
| * High expectations of all students | | | | | Essential | | AF/LA/R/SP |
| * Caring and supportive | | | | | Essential | | AF/LA/R/SP |
| * Enthusiastic team player | | | | | Essential | | AF/LA/R/SP |
| * Able to organise, plan and prioritise effectively | | | | | Essential | | AF/LA/R/SP |
| * Flexibility, adaptability and creativity | | | | | Essential | | AF/LA/R/SP |
| Key | AF | LA | C | R | | SP | |
| Application Form | Letter of Application | Certificates | References | | Selection Process | |