

**Person Specification: Assistant
Headteacher and Head of
English Faculty and Whole
School Literacy**

Langley School



This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

All candidates are obliged to disclose in their application details of convictions, cautions and any previous concerns raised in relation to Safeguarding issues. The school will assess such evidence and determine whether this presents an acceptable risk to safeguarding. If this presents an unacceptable risk then this will be a contra-indicator and the applicant will not be shortlisted.

Post Title	<u>Assistant Headteacher & Head of English Faculty and Whole School Literacy</u>
School	Langley School
Salary Band/Range	Leadership Group Pay Spine L14-L18
Responsible to:	Deputy Headteachers and Headteacher

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> • Qualified Teacher Status • English related degree qualification • Evidence of recent continuing professional development 	<ul style="list-style-type: none"> • Evidence of further studies / qualifications in associated subjects • Management/ post-graduate qualification 	Application form + qualification certificates
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • An excellent classroom practitioner • Clarity of vision • Ability to turn that vision into reality through planning and monitoring for and delivering success. • Ability to inspire and enthuse all stakeholders. • Excellent organisational/ time management skills. • Ability to promote the 	<ul style="list-style-type: none"> • Proven ability to manage resources efficiently. 	Application form, lesson observation, interview process and references

	<p>school's vision, values and achievements to the local and wider community.</p> <ul style="list-style-type: none"> • The skills to support, nurture and challenge all staff and students. • Sound judgement and decision-making skills. • Ability to empower others and develop their skills. • Ability to delegate real roles and responsibilities. • Demonstrate creative, innovative qualities. • Ability to communicate effectively with a range of audiences. • Clear, proven understanding of leadership theory and practice. • A team player as well as team leader. • Able to organise and prioritise effectively in order to meet deadlines. • Evidence of strategic thinking and understanding 'the big picture'. • Effective skills to manage change and the resilience to deliver it. • Able to enthuse and drive learners and colleagues with timely, accurate, constructive and aspirational feedback on 		<p>Application form, lesson observation, interview process and references</p> <p>Application form, lesson observation, interview process and references</p>
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	<p>attainment, progress and areas for development.</p> <ul style="list-style-type: none"> • Consistently high expectation of self and others. • Ability to influence policy and strategy within and beyond school. 		<p>Application form, lesson observation, interview process and references.</p>
EXPERIENCE	<ul style="list-style-type: none"> • Proven, impactful leadership and management experience, with a track record of success • Experience of teaching English to a range of abilities in a secondary school. • Evidence of students' success at KS3 and GCSE levels. • Experience of leading departmental target setting. • Experience of using data to recommend and implement effective intervention. • Awareness of Whole School Literacy strategies. • Experience of raising achievement through support and intervention. • Evidence of recent, relevant CPD 	<ul style="list-style-type: none"> • Departmental budget management experience. • Experience of developing colleagues. 	<p>Application form, lesson observation, interview process and references.</p>
KNOWLEDGE	<ul style="list-style-type: none"> • Excellent subject knowledge. • Knowledge of a wide range of current 	<ul style="list-style-type: none"> • Familiarity with examination board GCSE courses. 	<p>Application form, lesson observation, interview process and references</p>

	<p>educational issues and theories of teaching and learning</p> <ul style="list-style-type: none"> • Awareness of the importance of maintaining assessment and recording procedures. • A creative and constructively critical approach towards innovation; being prepared to adapt their practice where benefits and improvements are identified. 	<ul style="list-style-type: none"> • Excellent networking skills. 	<p>Application form, lesson observation, interview process and references.</p>
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • An enthusiasm for involvement with pupils, staff, governors and the community. • A commitment to collaboration and co-operative working where appropriate. • Able to demonstrate the positive values, attitudes and behaviour they expect from children and young people. • Able to work flexibly and attend meetings outside core school hours, as required. 	<ul style="list-style-type: none"> • An involvement in cross school activity 	<p>Application form, interview process and references.</p>
COMPILED BY:	Langley School PTA / CTH		Date: Sep 2019