



Assistant Headteacher Person Specification

Criteria	Essential	Desirable	Evidence
Qualifications	<p>Good Honours degree</p> <p>Qualified Teacher Status</p>	<p>A higher degree</p> <p>Leadership qualification relevant to the post, e.g. NPQSL</p> <p>Evidence of further relevant and substantial professional development</p>	<p>Application Form</p>
Professional Experience/ Knowledge	<p>Substantial and successful experience in Middle Leadership in the Secondary sector</p> <p>Knowledge of current educational developments</p> <p>Strategic planning, intervention and analysis of outcomes.</p> <p>Leading and managing the work of others.</p> <p>Analysing and using performance management and performance data to inform target setting, plan an appropriate course of action for improvement and policies.</p> <p>Current successful teaching experience.</p> <p>In depth knowledge of any relevant examination structure, national curriculum subject and key stage strategy.</p> <p>A clear understanding of the essential strategies for improving the quality of learning and teaching across the school.</p> <p>Understanding of successful strategies for meeting the needs of all pupils.</p>	<p>Previous experience of leading whole school teaching and learning interventions desirable.</p> <p>Monitoring budgets and ensuring value for money.</p>	<p>Application Form</p> <p>Interview process</p> <p>References</p>
Vision and Leadership	<p>Ability to lead, motivate, challenge and inspire staff and students</p> <p>Ability to create, articulate, develop and realise an ambitious vision</p> <p>Ability to initiate and successfully implement change, including raising achievement</p>	<p>Experience of leading school self-evaluation and using the outcomes in future planning</p>	<p>Application Form</p> <p>Interview process</p> <p>References</p>
Leading Teaching and Learning	<p>Ability to use data to support learning, set targets and monitor and evaluate performance</p> <p>Experience of monitoring/evaluating teaching and learning</p> <p>Success in raising student achievement through review, evaluation and intervention</p>	<p>Experience of leading and developing whole-school change which led to impact</p>	<p>Application Form</p> <p>Interview process</p> <p>References</p>
Managing the School	<p>Experience of effective staff management, including delegation of responsibilities</p> <p>Experience of Performance Management and continuing professional development of self and others</p> <p>Potential to lead whole-school data tracking, target setting and reporting</p> <p>Ability to empower and sustain effective teams</p>	<p>Experience of, or capacity for, timetabling</p> <p>Experience of strategic financial planning, budgetary management and securing best value</p> <p>Potential to lead child protection and safeguarding</p> <p>Ability to lead pastoral staff on the improvement of outcomes and behaviour for students</p>	<p>Application Form</p> <p>Interview process</p> <p>References</p>

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Professional Skills	<p>Lead a team to achieve agreed goals.</p> <p>Run effective staff training.</p> <p>Clearly communicate to a range of different audiences.</p> <p>Display high quality teaching strategies.</p> <p>Support and motivate both colleagues and pupils.</p> <p>Relate and positively show respect to people to all members of school and wider community especially parents.</p> <p>Contribute effectively to the work of the senior leadership team.</p> <p>Deal successfully with situations that may include conflict resolution.</p> <p>Contribute effectively to work of the Governing Body</p> <p>Represent the school within the wider community.</p> <p>Effectively chair a variety of meetings</p>		
Working with Others	<p>A fluent and effective communicator</p> <p>Ability to establish professional working relationships with all members of the School community</p>	<p>Leadership of professional development of staff</p> <p>Experience of working with governors</p> <p>Experience of working to build relationships in the wider community</p>	<p>Application Form</p> <p>Interview process</p> <p>References</p>
Personal Qualities	<p>Enthusiasm, drive and a love for the job</p> <p>A good sense of humour</p> <p>Ability to work under pressure</p> <p>Ability to organise, plan and prioritise time effectively</p> <p>Ability to act decisively</p> <p>Responsible, accountable, capable of responding constructively to criticism</p> <p>Flexibility, adaptability and creativity</p> <p>Competent in the use of ICT</p> <p>Ability to use a coaching style to support and develop others</p> <p>Commitment to education for Equality.</p> <p>Promoting the school's ethos and aims.</p> <p>Professional self-development.</p>		<p>Application Form</p> <p>Interview process</p> <p>References</p>

