WOODBRIDGE HIGH SCHOOL

ASSOCIATE ASSISTANT HEADTEACHER (Director of SEND Provision) – Person Specification

Qualification / Skill / Attribute	Essential (E) / Desirable (D)
1. Qualifications	
a. Good honours degree (2.1 or above)	E
b. Qualified Teacher Status	E
c. Higher degree or NPQSL	D
d. Level 3 Safeguarding Training *(will be provided if not in place at time of application)*	E
e. NPQ for SENCOs or NASEN SENCO Qualification *(applicant can be working towards completion in the next year)*	E
f. Evidence of continuing professional development and professional reading at a level appropriate to your present post	E
g. Commitment to professional development towards future assistant or deputy headship, or headship	D
2. A successful record of:	
a. Teaching in a large, diverse comprehensive school across the full 11-18 range	E
b. Leadership and management of a team of teachers at least at TLR1 level for a minimum of three years	E
c. Student outcomes at personal and leadership level as evidenced by value added and other performance indicators	E
d. Leading and managing change within a department or year team	E
e. Leading pastoral and / or behaviour systems within a team of teachers	D
f. Leading and managing change at a whole-school level	D
g. Implementing and monitoring safeguarding practices within a team	D
h. Using data and other objective measures to bring about sustained improvement in student outcomes and / or behaviour over time	E
3. Proven ability to:	
a. Be committed to the protection and safeguarding of children and young people	E
b. Develop high-quality working relationships with young people in a diverse secondary school setting	E
c. Value the education of every student as equally important and demonstrate this in all aspects of work	E
d. Communicate highly effectively with a wide range of audiences orally and in writing	E
e. Lead and contribute to discussion and implementation of strategy at all levels	E
f. Prioritise, time manage, deal with short term situations and long term priorities	E
g. Demonstrate best practice classroom learning and teaching	E
h. See yourself as a role model in terms of hard work, commitment to meeting students' needs, demeanour and attitude to all members of the school community and wider stakeholders	E
i. Oversee disciplinary procedures and deal with students, staff, and parents in a way that is accepted as clear, firm, supportive and fair	E
j. Professionally develop other colleagues	D
k. Take part in effective peer review and collaboration	D

4. Personal qualities	
a. A full and genuine commitment to inclusive comprehensive education	E
b. A belief in unconditional positive regard for young people	E
c. A belief in the values of kindness, tolerance, respect for others and continual pursuit of excellence	E
d. Creative and strategic thinking	E
e. Ability to empower others and develop their potential	E
f. Intellectual tenacity	E
g. Efficiency and capacity for hard work	E
h. Ambition for self and others	E
i. A readiness to innovate	E
j. An ability to articulate a vision	E
k. Exemplary attendance and punctuality	E
l. Excellent interpersonal skills with all stakeholders	E
m. Ability to manages change sensitively and skilfully	E
n. Openness, flexibility, calmness, integrity, resilience, good judgement	E
o. A commitment to involve parents and the community as fully as possible in the life of the school	E
p. Willingness to engage fully in a collaborative and devolved leadership team	E