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| **ASSISTANT HEADTEACHER PERSON SPECIFICATION** | | |
| **Qualifications & Training** | **Essential** | **Desirable** |
| Qualified teacher status | ✓ |  |
| A degree or equivalent | ✓ |  |
| Higher degree |  | ✓ |
| Post graduate SEN qualification |  | ✓ |
| Relevant leadership qualifications or willingness to train in such areas |  | ✓ |
| Examples of own successful and sustained personal and professional development, including maintaining an up-to-date awareness of developments of all aspects of the role in the last 3 years. | ✓ |  |
| Relevant training for the leadership responsibilities outlined in the job description | ✓ |  |
| Safer Recruitment Training or willingness to train | ✓ |  |
| Mental Health First Aid or willingness to train | ✓ |  |
| **Experience** | ✓ | **Desirable** |
| Successful specialist pastoral or curriculum leadership within the last 2 years | ✓ |  |
| Trained in/experience in SEMH approaches as required for job role | ✓ |  |
| Outstanding classroom practitioner | ✓ |  |
| Appraisal of staff |  | ✓ |
| Experience of recruiting and inducting staff |  | ✓ |
| Participation in work with other agencies |  | ✓ |
| Leading successful CPD in the last 3 years | ✓ |  |
| Experience of a wider range of other educational establishments/roles |  | ✓ |
| Upper Pay Scale or equivalent |  | ✓ |
| Experience of effective management of change |  | ✓ |
| Effective working with School Improvement Partners and evidence of school improvement |  | ✓ |
| Effective communication with a range of audiences, such as successfully representing a school in a local or regional forum |  | ✓ |
| Direct involvement in successful inclusive educational activities |  | ✓ |
| Managing subject or project budgets well |  | ✓ |
| Knowledge of the Education Acts and SEND Code of Practice. | ✓ |  |
| Effective resolution of personnel issues | ✓ |  |
| Active engagement with parents/carers and families, including out of hours events. | ✓ |  |
| **Special Knowledge & Skills** | **Essential** | **Desirable** |
| Excellent organisational skills to enable planning, prioritising and delivering of work to tight deadlines | ✓ |  |
| Ability to work in collaboration with staff, students, their families and other professionals | ✓ |  |
| Knowledge and experience of using ICT including Microsoft packages such as Excel, Work and Outlook. | ✓ |  |
| Excellent written, oral and electronic /digital and SEND communication skills. | ✓ |  |
| Ability to analyse situations and possible outcomes to establish  the most effective course of action. | ✓ |  |
| Experience of managing accommodation and building issues |  | ✓ |
| Experience of arranging staff cover |  | ✓ |
| Working in different sites within one school |  | ✓ |
| Awareness of current developments in education and their implications. | ✓ |  |
| Recent experience of an OFSTED/ISI inspection and meeting recommendations | ✓ |  |
| Experience of monitoring and evaluating teaching, and of delivering outcomes for improvement | ✓ |  |
| Knowledge of how to use and share effective strategies to raise pupil achievement | ✓ |  |
| Able to coach and mentor in key areas of responsibility | ✓ |  |
| Successful leadership and/or co-ordination of staff and other school resources across a school | ✓ |  |
| Incisive and clear strategic thinker | ✓ |  |
| Able to motivate, inspire and reassure students and staff | ✓ |  |
| Able to challenge poor practice and offer guidance within agreed policies and conditions and bring about change | ✓ |  |
| **Personal Attributes** | **Essential** | **Desirable** |
| Models the school’s values to support students, their families, the community, staff and the Trustees | ✓ |  |
| High levels of integrity, honesty and credibility | ✓ |  |
| Team player | ✓ |  |
| Able to demonstrate resilience and manage the requirements of the post including working with SEND specifically SEMH/neuro diversity | ✓ |  |
| Effective liaison with the Trustees and a good understanding of their role | ✓ |  |
| Ability to delegate responsibility, set high standards and provide a focus for improvement | ✓ |  |
| Able to motivate, inspire and reassure students and staff | ✓ |  |
| Ability to lead, provide clear vision and command respect | ✓ |  |
| Ability to manage change in a school, monitor and evaluate its impact | ✓ |  |
| Able to establish and develop good relationships with all involved in the school, being approachable and professional. | ✓ |  |
| **Equal Opportunities** | **Essential** | **Desirable** |
| An understanding of and commitment to equal opportunities | ✓ |  |
| Promote spiritual, moral, social and cultural development and British Values | ✓ |  |
| **Safeguarding** | **Essential** | **Desirable** |
| An understanding of and commitment to safeguarding and promoting the welfare of children and young people | ✓ |  |