

Assistant Headteacher – Person Specification

This person specification shows the abilities, skills and qualifications you will need to carry out the duties associated with the role. Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.

	Key A – application C – certificate I – interview R – reference	Essential	Desirable	Evidence
Qualifications				
Good first degree.		✓		A/C
Qualified Teacher Status.		✓		A/C
Right to work in the UK.		✓		A
Evidence of continuing professional development.		✓		A/I
A higher degree..			✓	A/C
NPQML or equivalent (or higher) leadership qualification			✓	A/C
Qualified SENDCO or willingness to train as SENDCO.			✓	A/I
Undertaking or willingness to undertake NPQSL.			✓	A/I
Experience of Inclusive Education				
Deep commitment to inclusion and improving life chances for vulnerable students.		✓		I
Evidence of highly impactful teaching of SEND or disadvantaged students, those who are or were looked after, and/or those with a social worker.		✓		A/I
Successful strategic leadership of initiatives to raise the attendance, engagement and outcomes of one of more of the following: SEND or disadvantaged students, those who are or were looked after, and/or those with a social worker.			✓	A/I
Ability to work with and lead external agencies and organisations to support one or more of the following: SEND or disadvantaged students, those who are or were looked after, and/or those with a social worker.		✓		A/I
Leadership Skills and Attributes				
Personal impact and presence based on confidence, humility and trust.		✓		A/I/R
Demonstrably excellent strategic leadership skills.		✓		A/I
Outstanding and reflective leadership skills.		✓		A/I
An outstanding collaborator and team player.		✓		A/I
Personal motivation, initiative and determination.		✓		A/I
Resilience, professionalism and positivity.		✓		I/R
Excellent organisation and administrative skills including data handling and interpretation.		✓		A/I/R
Skills and Experience				
Proven track record of excellent teaching.		✓		A/I/R
Clear evidence of effective strategic leadership at senior or middle leadership level		✓		A/I/R
Proven track record of raising standards across the whole school		✓		A/I/R
Experience of overseeing and implementing change effectively		✓		A/I
Experience of presenting ideas to a range of audiences including students, parents/carers and governors.		✓		A/I
Knowledge				
Experience of interpreting educational data and using it to raise standards		✓		A/I

Knowledge of the current Ofsted inspection framework and its implications	✓		A/I
Thorough knowledge of the recent White Paper and other government policies.			
Awareness of the use of a variety of IT systems to track progress and performance	✓		A/I