

**Assistant Headteacher Pupil Services and Personal Development
Person Specification**

	Essential	Desirable
QUALIFICATIONS AND TRAINING		
First degree or equivalent	✓	
Qualified teacher status	✓	
Evidence of continuous professional development	✓	
Designated safeguarding lead for schools	✓	
Evidence of further advanced study (e.g. a second degree, NPQ)		✓
EXPERIENCE		
At least 4 years of successful classroom teaching with evidence of raising standards and improving outcomes for all groups of pupils;	✓	
Evidence of successful organisation and administration	✓	
Successful middle leadership experience (minimum 3 years)	✓	
Leadership at whole-school level delivering measurable impact	✓	
Experience of leading behaviour systems, rewards and sanctions	✓	
Experience of safeguarding leadership, including working with vulnerable pupils	✓	
Experience of attendance monitoring, intervention and improvement strategies		✓
Experience of line managing and developing staff	✓	
Experience working with external agencies and families	✓	
Proven experience in supporting children with special educational needs		✓
Experience of teaching across Primary/ Early Years settings	✓	
Experience in a similar school context		✓
Experience working with governors, trustees or professional bodies		✓
PERSONAL QUALITIES		
Strong personal presence with warmth, empathy and professionalism	✓	
High levels of drive, resilience and emotional intelligence	✓	
Ability to work under pressure and manage competing priorities	✓	
Commitment to inclusion, equality and pupil wellbeing	✓	
Commitment to partnership with parents, carers and the wider community	✓	
Ability to inspire trust and confidence in staff, pupils and families	✓	
Flexible, reflective and solution-focused approach	✓	
Outside interests that would be beneficial to the staff, parents and children		✓
Can align themselves to the values of the School and Trust	✓	
INTERPERSONAL SKILLS		
Ability to build and sustain strong professional relationships	✓	
Effective communication skills with a range of audiences (oral and written)	✓	
Ability to lead, motivate and support teams effectively	✓	
Ability to provide sensitive challenge and support to staff and families	✓	
Confident working collaboratively within a senior leadership team	✓	
JOB RELATED APTITUDES, SKILLS AND KNOWLEDGE		
Ability to effectively use knowledge of current educational management, personnel and curricular issues, recent reports and legislation	✓	
Excellent knowledge of learning, teaching and pedagogy	✓	
Willing to respond wholeheartedly to the need for good public relations and school promotion	✓	
Knowledge of curriculum developments and related matters	✓	
Good I.T. and computing skills	✓	
Experience of using Artificial Intelligence in education		✓
Strong understanding of behaviour management and positive behaviour strategies	✓	
Sound knowledge of safeguarding legislation and child protection procedures	✓	
Knowledge of mental health, trauma-informed and therapeutic approaches	✓	

Understanding of systems for attendance, punctuality and inclusion	✓	
Ability to analyse data, to evaluate performance, and plan an appropriate course of action for improvement.	✓	
Knowledge of Personal Development requirements and pupil voice	✓	
Confidence using IT systems and safeguarding/monitoring tools (e.g. CPOMS)	✓	
Experience of quality assurance and monitoring pastoral provision		✓
Experience of supporting staff wellbeing and mental health		✓
SAFEGUARDING AND PROFESSIONAL EXPECTATIONS		
Commitment to safeguarding and promoting the welfare of children	✓	
Understanding of confidentiality and professional integrity	✓	
Willingness to undertake enhanced DBS clearance	✓	