**Person Specification**

**Job Title: Acting Assistant Headteacher**

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| **Specification** | **Essential** | **Desirable** |
| **Experience and Knowledge** | * Understanding of SEND. * Experience managing curriculum and organisational changes. * Experience of line management in a middle or senior leadership role. * Experience in leading and managing trips. * Knowledge of the teacher standards. * Understanding and experience of leading difficult conversations. | * Experience in overseeing safeguarding, health and safety and promoting safe practice. * Experience of working in more than one school. * Knowledge of ASDAN qualification. * Knowledge of RWI. * Experience of delivering CPD. * Experience of writing/updating provision maps |
| **Education and Qualifications** | * Qualified teacher status. * Acceptable Enhanced DBS Disclosure or equivalent. * Evidence of continued professional development appropriate to the role. | * NPQ Certificate, e.g. NPQSL, or working towards a relevant post degree qualification. |
| **Skills and Abilities** | * Having effective interpersonal and communication skills. * Resilient and able to remain calm and positive. * Ability to work under pressure and prioritise effectively. * Ability to work within the SHS policies and ethos. * Ability to apply professional behaviour towards all stakeholders. * Ability to work in a team, manage a team calmly, and with authority. * Ability to effectively manage meetings. * Ability to manage meeting administration in a timely manner. * Ability to analyse data and the performance of students and student progress. * Commitment to maintaining confidentiality at all times. | * Confident and capable with ICT for both the classroom and school management. * Plan appropriate actions for whole school improvement. * Skills in proactive problem solving. |
| **Training** | * Committed to on-going CPD and Professional development. * Attend staff meetings, CPD events and promote the same to staff. | * Willingness to deliver in-house CPD to support the School Improvement Plan. |
| **Attributes and Attitudes** | * A determination to lead continuous improvement in teaching, learning, and assessment. * A student centred approach. * Being highly organised, able to plan time effectively, meet deadlines, and delegate appropriately. * Punctual and reliable. * A consistency of approach for each situation. |  |
| **Equality, diversity and inclusion** | * Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience. |  |
| **Safeguarding** | * Excellent and detailed understanding of current safeguarding procedures. * Knowledge, understanding and commitment to safeguarding and promoting the welfare of students. * Ability to form and maintain appropriate relationships and personal boundaries with staff and students. | * Level 3 DSL trained * Experience of using MyConcern * Experience of writing risk assessments. |

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) if not already done. Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

Shaftesbury High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We will conduct a social media search upon receipt of your application.

All staff are expected to be committed to the Equal Opportunities Policy.