

Person Specification

Assistant Director of Post 16

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Qualified Teacher Status (or equivalent). • An outstanding teacher within the secondary age range • Commitment to further professional development 	
Experience	<ul style="list-style-type: none"> • Experience of leading an area/ project within current school/ department (able to evidence implementation and impact) • Experience of working effectively with young people beyond the classroom 	
Skills, knowledge and abilities	<ul style="list-style-type: none"> • Excellent IT skills including the ability to use a range of standard Microsoft packages • Excellent interpersonal skills including listening, emotional intelligence, negotiation and coaching • Commitment to extra-curricular activities/study • Exercise firm, fair and consistent discipline and develop positive relationships with students and families • Competent, organised completer finisher • Knowledge of the CEAIG/PDBW agenda 	<ul style="list-style-type: none"> • Understanding of Post 16 and 18 destinations; university and work readiness/future careers.
Understanding	<ul style="list-style-type: none"> • The Academy's vision and ethos • Systems of Quality Assurance/Self Evaluation using performance and behaviour data • The importance of CPD and Professional Development • Awareness of good practice in identifying individual needs and providing appropriate curriculum/intervention provision 	

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Personal qualities and attributes	<ul style="list-style-type: none">• Successful working relationships with colleagues, parents, community and other stakeholders• Innovative, able to contribute new ideas and help establish them• Energy and flexibility• Resilience and tenacity• A professional approach borne out of confidence and effectiveness in role• Role model of best practice• Maintain a positive attitude and keeps calm under pressure• Sustains exemplary classroom practice• Ability to communicate effectively and concisely both in verbal and written form to a variety of audiences	
Attendance	<ul style="list-style-type: none">• A good attendance record in current employment, (not including absences due to disability)	