

APPOINTMENT OF ASSISTANT HEADTEACHER PERSON SPECIFICATION

THE PERSON SPECIFICATION IS USED BY THE SELECTION PANEL TO IDENTIFY THE ATTRIBUTES A SUCCESSFUL CANDIDATE WILL NEED TO BRING TO THE POST.

Those marked **E** are essential and must be met in order for a candidate to be shortlisted for interview or appointed to the post.

Those marked **D** are desirable and will strengthen a candidate's likelihood of being invited to interview or appointed to the post.

All other abilities and aptitudes will be judged 'by degree' from application, references and interview activities to guide the selection panel in appointing a candidate who is personally and professionally suited to successfully filling this particular post.

A = application form/ letter: **I** = interview process: **R** = reference

Candidates should ensure that they will satisfy the essential elements before applying and ensure that they construct their letter of application to include the areas requested in the details sent to potential candidates.

CATEGORY		EVIDENCE
QUALIFICATIONS		
Qualified Teacher Status	E	A
NPQML OR SL or other relevant leadership qualification	D	A
Recent CPD relevant to the post	E	A
Other professional qualifications	D	A
EXPERIENCE		
A track record of success as a teacher experience in the primary or secondary phase	E	A/R
Whole school development responsibility	E	A/R
Track record of successful team leadership which has improved outcomes for pupils	E	A/R
Effective collaborations with external agencies	D	A/R/I
Experience of working with governors	D	A/R
Experience of establishing appropriate priorities for spending and effectively manage and monitor the school budget	D	A/I
PROFESSIONAL KNOWLEDGE & UNDERSTANDING		
Knowledge of current educational legislation and initiatives especially in relation to SEN	E	A/R/I
Knowledge of equal opportunities and commitment to their pursuit	E	A/R/I
Outstanding practitioner in own subject area, as evidenced by student progress/outcomes/performance feedback.	E	A/R/I
Up to date knowledge of the primary and/or early years/ secondary/ post-16 curriculum and how these should be modified for pupils with complex SEN	E	A
Knowledge of effective teaching methods and strategies with specific reference to SEN	E	A/R/I

Up to date knowledge of assessment and tracking	D	A
Understanding of school improvement	E	A/R/I
Able to use data and its analysis to improve outcomes for pupils	E	A/I

PROFESSIONAL COMPETENCIES		
The ability to maintain and work within policies and procedures	E	A/R/I
The ability to collaborate and network with others beyond the school in order to build and maintain a learning community	E	A/R/I
An outstanding communicator	D	A/R/I
Excellent interpersonal skills	E	R/I
The ability to establish and maintain effective relationships with parents, carers and specialist services and agencies or individuals with a connection to the school and the individual children's needs	E	A/R/I
Able to challenge and support	E	A/R/I
Can demonstrate strategic thinking and an ability to balance long-term and short-term goals for school improvement	E	A/I
A commitment to setting high expectations, manage change and the ability to challenge underperformance	E	A/R/I
The ability to motivate and manage members of staff with different skills and experience and to delegate appropriately and ensure accountability	E	A/R/I
SAFEGUARDING		
Evidence of up to date safeguarding training	E	A
Knowledge of the DSL responsibilities in managing safeguarding matters	E	I
An understanding of the school's role in keeping pupils and staff safe	E	A/I
An enhanced DBS check (if not already employed by the local authority)	E	Post Appointment
PERSONAL ATTRIBUTES		
To be able to create effective working relationships with all staff, governors and parents/carers and external stakeholders	E	I
To be adaptable and resilient	E	I
To be efficient and able to complete tasks on time	E	R/I
To be aspirational for themselves and the school	E	A/R/I
REFERENCES		
The candidate will have appropriate references recommending for the post	E	R
Enhanced DBS Clearance post appointment	E	
SPECIFIC REQUIREMENTS		
The ability to structure and write a convincing letter of application as requested in the letter to potential candidates	E	A
The ability to present professionally and manage tasks and an interview with confidence, authority and conviction	E	I
To be a champion of innovation for Special Needs Education	E	I/A