

Person Specification – Assistant Head (Pastoral)

Qualifications and Experience	Essential or Desired
Honours degree and appropriate teaching qualification	Essential
National Professional Qualification for Middle / Senior Leadership	Desired
Evidence of successful Leadership experience	Essential
High quality teacher with proven success in the classroom	Essential
Post graduate qualification	Desired
Held a senior position in a school setting for a minimum of three years	Desired
Experience in a school with substantial Sixth Form provision	Desired

Leadership and strategic direction and development of the school	Essential or Desired
Provide strategic vision, initiate action, take responsibility.	Essential
Motivate others to assist in setting and achieving goals	Essential
Analyse issues and take timely action	Essential
Focus resources on strategic goals	Essential
Be solution focused and exhibits a positive attitude.	Essential

Command respect by example in personal values, behaviours and standards.	Essential
Use, encourage and facilitate effective communication with all stakeholders – be a team player	Essential
Achieve excellence by using effective monitoring systems, interpreting data effectively and evaluating performance and progress towards goals.	Essential
Demonstrable understanding of the OFSTED criteria for Outstanding schools and ability to support the whole school community in becoming a beacon of excellence	Essential
Work effectively with the Governors and the Trust upholding at all times the Trust values.	Essential

Management of Teaching and Learning	Essential or Desired
Extensive knowledge of curriculum, methods and styles of teaching and learning, student assessment and evaluation criteria.	Desired
Experience of contributing to the School Improvement Plan	Desired
Ability to support the Leadership Team in ensuring that the school meets national requirements and that teaching is at least good throughout the school	Essential
Experience of contributing to the SEF (School Evaluation Framework)	Desired
High expectations and the ability to articulate them effectively. Be an effective presenter and ambassador for the school and Trust	Essential
Have experience of the Ofsted inspection system as a leader	Desired
Be aware of the ability to enhance and improve teaching through quality feedback	Essential
Have line management experience that demonstrates change through others and positive outcomes for students	Desired

Management of People	Essential or Desired
Intervene, negotiate, resolve conflict, facilitate communication and create and maintain a positive, caring and effective ethos	Essential
Understand how own behaviour affects others, exhibits and adjusts appropriate interaction skills and deals effectively with emotional issues	Essential
Delegate authority and responsibility clearly and appropriately	Essential
Assess expertise of self and others and use staff appraisal to further develop staff and achieve the aims of the school	Essential
Use coaching styles to enable staff to reach their potential or be willing to develop these skills	Desired
Be an effective communicator who uses group processes and facilitator skills effectively	Essential
Use the skills and abilities of others to enhance whole team performance	Essential
Promote self-development and self-responsibility in all staff whilst keeping awareness of the latest needs for children	Essential

Management of Resources	Essential or Desired
Evidence of effective use of all available resources to maximise the progress of students	Desired
Ability to ensure that provision for identified students is used effectively as stated in their Statements/EHCPs and Provision Maps	Desired

Accountability for the effectiveness and efficiency of the school	Essential or Desired
Evidence of effectiveness in reporting aspects of strategic development to Governors and CEO.	Desired
Evidence of effectiveness in creating, developing and implementing effective monitoring systems/data and contributing to the SEF	Desired

Evidence of effectiveness use of in-school reviews and evaluations, OFSTED and other external reviews of the school's effectiveness to write Action Plans and School Improvement Plans	Desired
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Safeguarding and Promoting the Welfare of Students	Essential or Desired
Experience of pastoral leadership.	Desired
Experience of operating as a Designated Safeguarding Lead	Desired
Evidence of effective development, implementation and maintenance of robust evaluating systems which enable students to develop emotionally and physically in a nurturing environment.	Desired
Evidence of working collaboratively and effectively with a range of professionals to enable students overcome the difficulties and challenges which they face as they move towards adult life.	Desired