**PERSON SPECIFICATION**

**Post Title:** Assistant Headteacher,  
**Responsible to:** Headteacher  
**Grade: L1-L5**  
**Purpose of the Job: Responsible for inclusion across the whole school**

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| **Selection criteria** | **Essential** | **Shortlisting** | **Interview** |
| **Qualifications** | * Qualified Teacher Status |  |  |
| * National Qualification in SEND |  |
| * Evidence of professional development or further study |  |
| **Experience** | * Consistently good and outstanding   classroom practice |  |  |
| * Working successfully with a range of agencies to meet the needs of the most vulnerable learners |  |  |
| * Working with support staff to promote strong outcomes |  |  |
| * Recent successful experience as a SENCO. |  |  |
| * Successful experience of accelerating progress and achieving high outcomes |  |  |
| **Strategic Direction and Development of the school** | * Ability to promote the vision and ethos of the school |  |  |
| * Ability to formulate action plans and monitor, evaluate and review the impact of these |  |
|  | * To lead on whole school initiatives and monitor the impact on actions taken |  |  |
| **Leading and Managing Staff** | * Ability to lead and motivate staff and support them in their work |  |  |
| * Ability to co- ordinate the work of a team |  |
| * Hold staff accountable for their performance |  |
| * Support and motivate staff to be outstanding practitioners |
|  | * Coach others in developing strong practice |  |  |
| **Teaching and Learning** | * Understanding of excellent practice |  |  |
| * Understanding of the principles of effective learning and ability to promote a culture of learning throughout school |  |  |
| * Understanding of quality curriculum provision |  |  |
| * Understanding of monitoring evidence including assessment information and ability to use these to meet the needs of all children |  |  |
| * Understanding of barriers to learning and effective ways to overcome these |  |  |
| * Ability to implement and monitor the impact of intervention programmes |  |  |
| * Ability to promote inclusion including teaching and learning strategies for the most vulnerable |
| * Ability to promote an effective learning environment that promotes outstanding learning |
| * Ability to meet the needs of all learners through planning, assessing and reviewing practice |
| * Ability to promote high expectations and support children and staff to meet these |
| * Ability to reflect on practice and improve |
| **Behaviour Management** | * Manage behaviour effectively across the whole school |  |  |
|  | * Understand behaviour needs and implement strategies that result in positive behaviour |  |  |
| **Relationships with Parents** | * Successful experience of creating partnerships with parents to support learning |  |  |
| **Personal Skills** | * Ability to manage time well and work to deadlines |  |  |
| * Effective interpersonal, communication and presentation skills |  |  |
| * Ability to communicate clearly to a range of audiences |  |  |
| * Resilience, flexibility, resourcefulness, positivity and an ability to retain a sense of perspective |  |  |
| * Ability to work with thoroughness and an eye for detail |  |  |
| * Ability to build effective relationships built on trust and mutual respect |