MERSTONE SCHOOL
PERSON SPECIFICATION FOR ROLE OF ASSISTANT HEADTEACHER

REQUIREMENT	ESSENTIAL	DESIRABLE
Qualifications and training	QTS **(A)**	- Post graduate study in SEN **(A)** - Additional training in positive behaviour management approaches/strategies **(A)** - Additional training in Leadership NCSL courses **(A)**
Experience	- Mainstream or special school teaching experience **(A)** - Experience of leading, motivating and developing staff **(A, I)** - Experience of successful curriculum development and leadership **(A,I,R)** - Experience of the effective use of assessment and analysis of data in raising standards **(A,I)** - Experience of effective partnership working with other schools, parents and also interagency working **(A,I,R)** - Experience of implementing SSE processes and analysing data, informing actions for improvement **(A,I)**	- Experience of carrying out performance management **(A,I)** - Experience of conducting Annual Reviews of pupils' EHCP's **(A,I)** - Experience of leading staff training **(A,I)**
Professional knowledge and understanding	- Knowledge of range of assessment processes **(A,I)** - Using data to set targets for improvement and intervention plans **(A,I)** - Knowledge and understanding of effective teaching and learning styles **(A,I)** - Knowledge of strategies to support specific SEN **(A,I,R)** - Knowledge of how to contribute to professional development of other staff **(A,I)** - Legal requirement on safeguarding and promotion of the well-being of children **(I)** - Curriculum**(A,I,R)** - Accreditation routes for pupils with SEN **(A,I)**	- Awareness of Ofsted framework **(A)** - Awareness of Early Support procedures **(A)**
Professional skills	- Proven Management skills and appropriate leadership skills to support the strategic development and direction of the school**(A,I,R)** - Use of ICT as a tool for teaching, learning and administration **(A)** - Ability to formulate SMART targets for	Team Teach training or other additional positive behaviour management tools **(A,I)**

(Professional skills cont.)	individuals across the curriculum **(A,I,R)** • Ability to teach a wide range of National Curriculum subjects within a Pre Key Stage Standards to year 6 expectations **(A,I,R)** • Ability to work independently and as part of a team. **(A,I,R)** • Assessment for learning and differentiation **(A,I,R)** • An exemplary classroom practitioner **(I,R)** • Positive behaviour management skills **(A,I,R)** • Ability to create a positive culture of high expectation and challenge, and promoting emotional well-being of pupils **(A,I,R)** • Ability to deputise for the Deputy Head Teacher/Principal **(I,R)** • Excellent written/oral communication skills **(A,I,R)**	
Quality of application	• Good quality communication **(A)** • Well thought out views **(A)** • It should address the post requirements and be well presented	
Reference	• Two supportive references **(R)**	
Disclosure of Criminal Record	• The successful candidates appointment will be subject to the Local Authority obtaining satisfactory enhanced disclosure from DBS	

Professional attributes:
• Reflective, creative practitioner, committed to CPD.
• Ability to communicate effectively with pupils, parents, colleagues and other professionals, valuing their contributions, enabling pupil progress, achievement and well-being.
• Ability to establish fair, respectful, trusting, supportive and constructive relationships with pupils and staff.
• Commitment to inclusion, equality and diversity.
• The ability to initiate and manage change.

Personal qualities:
• Passionate about enabling pupils to overcome challenges and experience success.
• Emotional resilience and commitment to ensuring achievement and well-being of each individual pupil.
• A sense of humour.
• A solution focussed approach.
• Flexibility, consistency, integrity.
• An ambitious and diligent professional who can motivate and inspire others including teachers, parents and governors.
• The ability to deal sensitively with people and resolve conflict.
• An unrelenting positive attitude.
• Ability to manage time effectively.
• Good health and attendance record.

After each statement there is a code to identify how this will be assessed.

A = Application   I = Interview   R = Reference