**Assistant Head Teacher – Person Specification**

**Minimum Qualification** – Graduate, Qualified Teacher Status, Appropriate specialist knowledge, Relevant experience

**Contract** – Full Time permanent

**Salary** – Leadership 8-12

For evidence, A = Application form, I= Interview, R= Reference,

For Requirement – E= Essential , D= Desirable

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| Attributes | Requirement | Evidence |
| Qualifications   1. Qualified teacher status 2. Evidence of appropriate professional development and a willingness to undertake relevant additional qualifications 3. NPQSL or other appropriate leadership qualification 4. Relevant in-service training during the last three years 5. Safeguarding Training 6. Other relevant qualifications | E  E  E  E  D  D | A  A  A  A  A  A |
| Knowledge and Understanding   1. Have a clear understanding of the needs of all students, including those from vulnerable groups 2. Understand how to lead and manage a whole school behaviour management system 3. Effective leadership skills and strategies 4. Strategies to lead, manage and motivate staff 5. Commitment to equal opportunities 6. National/local educational priorities/developments and their impact on school | E  E  E  E  E  E | A,I  A,I  I,R  I,R  A,I  A,I |
| Experience   1. Good/outstanding classroom teacher with high expectations and aspirations of students behaviour 2. Experience of latest data analysis tools 3. Has implemented whole school strategies for reduction of FTE, and BFL 4. Proven track record in raising standards and supporting student achievement 5. Successful leadership and management experience 6. Dealing with safeguarding incidents 7. Supporting other staff with behaviour management 8. Evidence of personal professional development, including in leadership 9. Clear commitment to continuous school improvement 10. Up to date knowledge of emerging issues in school leadership 11. Leading change and educational innovation 12. Leading on an initative which has had an impact across the whole school 13. Working with external agencies 14. Effective improvement planning 15. Appraisal, as team leader 16. Supporting student welfare 17. Financial management (budget Area) | E  D  E  E  E  E  E  E  E  E  E  E  E  E  E  D | A,R  A,R,I  A,R,I  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I  A/I/R  A/I/R  A/I  A/I/R  A/I  A/I/R  A/I/R |
| Leading Teaching and Learning   1. Proven track record in leading creativity in teaching and learning 2. Place learning at the heart of the school and further improve the quality of teaching and learning 3. Be imaginative and innovative in leading teaching and learning | E  E  E | A/I/R  A/I/R  A/I/R |
| Leadership & Management Skills and Qualities   1. Ability to inspire colleagues to support them in inclusive practices 2. Ability to develop a clear strategic vision and direction for areas of responsibility and translate this into practical policies and practice. 3. Capable to lead and inspire teams and commitment to working as a team player. 4. Ability to mange the process of change effectively 5. Ability to delegate to others while retaining a monitoring role 6. Ability to contribute to the enrichment and enhancement of students’ education 7. Model a strong work ethic and high professional and personal standards 8. Ability to articulate a sound educational philosophy consistent with EBN’s aims and values | E  E  E  E  E  E  E  E | A,I  A,I  A,I  A,R  A,R  A,R  A,R  A,R |
| Other skills and qualities   1. Effective organisation and administrative skills, including the use of ICT 2. Ability to build positive and constructive relationships with students and inspire them to high aspirations 3. Excellent written, verbal and interpersonal communication skills 4. Ability to communicate with, and relate well to a variety of stakeholders including, students, parents, governors, the community an d external agencies. 5. Resilience, the ability to work effectively under pressure in order to meet a range of deadlines 6. Enthusiasm and flexibility 7. A firm, fair and appropriate approach to dealing with student issues 8. Capacity for hard work (and good humour) under pressure 9. An excellent record of attendance and punctuality 10. A commitment to attending school events and involvement in the wider life of the school | E  E  E  E  E  E  E (D)  E  E | I/R  I/R  A/I/R  A/I/R  I/R  I/R  I/R  I/R  I/R  A |
| Safeguarding Children   1. Commitment to safeguarding and promoting the welfare of children and young people 2. Contributed significantly in the safeguarding of young people | E  E | A/I/R  A/I/R |
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