**Employee Specification**

Assistant Head Teacher **03**

**Salary details:** L16-L20

**Contract Type:** Permanent

**Working Pattern:** Part time at 0.6 working Mon, Tues & Wed (part of a job share)

April 2024

Note to applicants: You should provide a high quality, concise letter of application, no more than 2 sides of A4, which addresses the following criteria.

To be short-listed, candidates will initially be judged on how well they meet the criteria listed in their letter of application.

You will also need to complete an application form but can use this letter for the ‘Relevant Information’ section as it fulfils this section.

Criteria:

**Relevant Experience**

1.1 Evidence of excellent autism practice

1.2 Evidence of experience in schools with a high number of SEND learners

1.3 Experience in a leadership post

1.4 Experience of leading staff teams working on whole-school developments

1.5 Proven ability to raise standards

1.6 Experience of monitoring standards and implementing improvement plans

1.7 Experience of leading whole school initiatives/school priorities

1.8 Experience of coaching staff to improve the quality of teaching and learning

1.9 A thorough understanding SEND curriculum theories

2.0 Experience of using data to inform improving professional practise

**Education and Training**

2.1 Qualified teacher status

2.2 Evidence of training in preparation for management

2.3 Evidence of regular and relevant professional development

**Knowledge and Skills**

3.1 A clear understanding of the role of the Assistant Headteacher

3.2 Ability to manage a budget

3.3 Knowledge and experience of managing appraisal requirements

3.4 A thorough understanding of curriculum structure in a SEND setting and how to personalise and adapt learning to students’ interests

3.5 Demonstrate excellent interpersonal and communication skills with pupils, staff, parents, Governors and the wider community

3.6 Ability to balance the leadership and teaching aspects of the post

3.7 Commitment to and thorough understanding of equality and inclusion

3.8 Knowledge and experience of assessment, data analysis and target setting strategies

**Additional factors**

4.1 Energy, enthusiasm and a sense of humour

4.2 Ability to respond positively to new initiatives in education

4.3 Positive approach to the management of change

4.4 Ambition to progress further in school leadership

4.5 Resilience and perseverance

4.6 A commitment to reducing restrictive practice

**Safeguarding Children**

5.1 Knowledge, understanding, experience of and commitment to Child Protection, safer recruitment and safeguarding policies and procedures.

5.2 Ability to form and maintain appropriate relationships and personal boundaries with pupils and staff.

5.3 Undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.