



Person Specification - Assistant Headteacher



Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Good honours degree• Teaching qualification	<ul style="list-style-type: none">• Further qualification in education and/or management
Knowledge	<ul style="list-style-type: none">• Passionate and enthusiastic subject specialist• Good in depth up to date understanding of your subject and its curriculum• Clear knowledge and understanding of the implications of current educational developments relevant to specific areas of responsibility	<ul style="list-style-type: none">• Knowledge of Ofsted inspection framework and Evaluation Schedule
Experience	<ul style="list-style-type: none">• A driven individual who will not settle for mediocrity and who will raise standards across the school• Experience of more than one secondary academy/school• Curriculum and/or pastoral experience at middle leader level in a secondary school/academy• Proven track record of raising educational standards• Clear track record of working at a strategic level with a school/academy to bring about school/academy improvement	<ul style="list-style-type: none">• Interest in producing the school timetable with training
Raising Standards	<ul style="list-style-type: none">• To put pupils and students first in everything you do• Consistent focus on results and student outcomes• Commitment to Trust-wide focus on student achievement and outcomes• Ability to provide clear evaluation and strategies for improvement for teams and teachers and measuring the impact of such strategies• Experience of success in improving the performance of student outcomes through tracking, monitoring and creative intervention	<ul style="list-style-type: none">• Ability to use RAISE online and other data to critically analyse and evaluate team performance and inform target setting• Production and implementation of improvement plans and policies
Shaping the Future	<ul style="list-style-type: none">• Clear vision and ability to develop aspects of school strategy• Clearly articulated vision for the development of teaching and learning• Experience of making strategic decisions• Commitment to the development of the school ethos including high standards of behaviour• Dedicated, committed, high profile leader who will hold others to account in relation to policy and professional standards• Experience of successfully implementing educational change	<ul style="list-style-type: none">• Responsibility for strategic planning at faculty/key stage level
Leading Learning & Teaching	<ul style="list-style-type: none">• Commitment to school-wide focus on student achievement• Experience in lesson observation and feedback• Demonstration of high expectations, including leading by example as a teacher• Outstanding teacher, able to lead by example in this area• Experience of leading training of aspects of T&L	<ul style="list-style-type: none">• Consistently excellent examination outcomes
Developing Self and Working with Others	<ul style="list-style-type: none">• Commitment to the development of the Trust ethos including high standards of behaviour• Consistent focus on results and outcomes	<ul style="list-style-type: none">• Experience of making strategic decisions

	<ul style="list-style-type: none"> • Ability to establish clear, uncompromising professional relationships/boundaries • Ability to provide clear strategies for improvement, following analysis/review of data and/or performance • Skills in coaching and improving performance of others • Ability to set appropriate and challenging targets • Evidence of effective staff training • Ability to deliver bespoke CPD to colleagues and trainees • Understanding of when to consult or seek advice and responsive to feedback • To actively pursue your own professional development 	<ul style="list-style-type: none"> • Proven track record of mentoring/coaching teaching staff • The ability to report to, inform and engage Governors regarding key aspects of the school's work
Securing Accountability	<ul style="list-style-type: none"> • Dedicated and committed leader who will hold others to account in relation to policy and professional standards • Appreciation of the need to delegate responsibility with accountability • Ability to identify underperformance in staff in the relentless pursuit of improved standards and outcomes across the school 	<ul style="list-style-type: none"> • Experience of challenging and supporting staff to raise standards • Experience of working as an appraiser
Working with Stakeholders	<ul style="list-style-type: none"> • Ability to gain professional credibility swiftly with Headteachers and other leaders • Commitment to build and manage high performing teams • Commitment to partnership between governors, staff, parents and students and ability to build excellent relationships with all stakeholders • Responsive to the nature of the school's communities, partners and stakeholders • Prepared to undertake outreach work on behalf of the Trust 	<ul style="list-style-type: none"> • Evidence of effective work within the wider school community and across the Trust • Knowledge of child protection procedures
Personal Qualities & Attributes	<ul style="list-style-type: none"> • A love of working with young people • A commitment to comprehensive and inclusive education • A strong role model for students and staff • Resilient and energetic • High professional standards • Dynamic, positive and constructive • Excellent interpersonal skills • Flexible in order to meet the constantly changing demands of the role • The ability to inspire and innovate through excellent written and verbal communication skills • Highly articulate • Ability to make and take decisions and to prioritise • Ability to work under pressure, think creatively and to anticipate and solve problems • Good sense of humour • Sense of proportion • Sound judgement • Honesty and trustworthiness • Willingness to learn from mistakes • Empathy and excellent listening skills • Natural flair for communicating with young people 	<ul style="list-style-type: none"> • The capacity and desire for promotion