



Assistant Headteacher Person Specification

2021-22

You will be required to safeguard and promote the welfare of children and young people.

The candidate appointed as Assistant Headteachers of Park High School will be able to demonstrate, throughout the selection process, a range of skills, qualities and experiences as outlined below.

In your supporting statement and application, please address all aspects of the person specification highlighted in ***bold italics***. The other aspects of the person specification will be addressed during the assessment and interview process.

Education, Qualifications and Professional Development:	
Essential	Evidenced by:
<ol style="list-style-type: none"> <i>1. Qualified Teacher Status (QTS)</i> <i>2. Degree or equivalent</i> <i>3. Evidence of regular, recent and appropriate professional development for the role of Assistant Headteacher</i> <i>4. Have worked in a number of roles at middle or senior leadership level as Assistant Headteacher or Head of Department or Head of Year.</i> <i>5. A career path that demonstrates a track record of excellence in teaching and leadership of teachers</i> <i>6. Have successfully undertaken accredited 'safer recruitment' training or have a commitment to do so within 12 months of taking up the post</i> <i>7. Have successfully undertaken appropriate safeguarding training</i> <i>8. Evidence of having taught in a high-achieving multi-cultural school</i> 	Application and certificates
Desirable	
<ol style="list-style-type: none"> <i>9. Further study or action research in leadership</i> <i>10. Teaching in more than one secondary school</i> <i>11. Teaching in at least 2 key stages in a secondary school</i> 	Application and certificates

Leadership and Management - Evidence of Success in:	
Essential	
<ol style="list-style-type: none"> <i>1. Middle or Senior Leadership in a secondary school (with a minimum of 3 -5 years of leadership experience).</i> <i>2. Demonstrating to stakeholders in-depth knowledge and understanding of the wider educational agenda regarding curriculum, qualifications assessment and national policies</i> <i>3. Demonstrating vision, aspiration and inspiration with respect to developing and promoting the school ethos; priorities and targets; British Values and the spiritual, moral, social, emotional and cultural needs of all our students and staff</i> <i>4. Active involvement in school self-evaluation, accountability and the school improvement process</i> Demonstrating highly developed skills in performance development, evidencing an ability to tackle underperformance Developing and implementing an effective line management system that ensures accountability through all parts of the school Creating, developing and implementing policy in collaboration with the school community Working with other schools, agencies and educational professionals to improve learning and secure agreed outcomes <i>9. Developing and maintaining strong relationships with the Governing Body, students, parents and other stakeholders</i> 	<p>Application, interview, tasks, references</p>

Pastoral Care - Evidence of :	
Essential	
<ol style="list-style-type: none"> 1. Commitment to the provision of high-quality pastoral care including evidence of the skills and knowledge to lead on student wellbeing and behaviour for learning strategy. 2. Ability to work effectively with external agencies, especially with regard to safeguarding, child protection and behaviour. 3. Ability to work effectively with parents and of supporting others to do so. 4. Delivering successful positive behaviour management and development of a student focussed, inclusive, and effective learning environment, so that behaviour and attendance are outstanding. 	<p>Application, Interview, Tasks, References</p>

Teaching and Learning - Evidence of Ability to Demonstrate:	
Essential	
<ol style="list-style-type: none"> 1. Build on our current literacy priorities and ensure our strategy continues to evolve successfully to meet the needs of our students. 2. Develop a successful curriculum with an understanding of the issues associated with choice and flexibility to meet the needs of our students following the intent, implementation and impact framework. 3. <i>Deliver excellence in Teaching and Learning through analytical understanding of how students learn the role of new technologies.</i> 4. Demonstrate knowledge and understanding of core features of successful classroom practice and deliver an equally high standard of remote learning building on the existing structure. 5. Demonstrate some knowledge of the role of timetabling in curriculum development and be willing to learn the skills necessary to support the construction of the school timetable. 	Application Interview, Tasks, References

Personal Qualities and Attributes - Evidence Ability to Demonstrate:	
Essential	
<ol style="list-style-type: none"> 6. A truly professional approach, leading by example and demonstrating accessibility, excellence, confidence, trust and respect of the entire school and wider community 7. Clear communication of the ethos underpinning the school's climate and culture 8. <i>High capacity to work in a collaborative manner with a range of partners, both within and beyond the school and to advocate for the school with external audiences</i> 9. Excellent communication skills, both verbal and written 10. Excellent interpersonal skills, ability to relate empathetically to students, parents, staff, governors and the wider community, managing to resolve issues with integrity and fairness 11. <i>Well-developed problem-solving and decision-making skills combined with the ability to lead, motivate, inspire, influence and manage change</i> 12. An astute and perceptive approach with strong analytical skills and the ability to use sound judgement in order to anticipate and resolve conflict 13. A proactive, innovative and versatile manner with a high degree of drive, energy, enthusiasm, aspiration, resilience, reliability and integrity 	Application Interview, Tasks, References



14. Effective time management and organisational skills 15. <i>Recognition and promotion of the role that parents, carers and families play in helping our students succeed and thrive</i> 16. An appropriate work life balance for self and others	
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Specific Requirements for our School:	
Essential	
<ol style="list-style-type: none"> <i>1. An understanding of, and ability to embrace, the challenges of our high-achieving multi-cultural school</i> An ability to demonstrate knowledge and understanding of the processes and procedures of safeguarding and safer recruitment and to provide a safe, calm and well-ordered environment for all our students and staff A determination that, from their different starting points, the progress and attainment of all groups of our students is at least in line with that of other students nationally <i>4. Listen and respond to our students' needs, seeking out innovative ways of consulting and engaging them</i> 	Application Interview, Tasks, References

Confidential References: Park High School will seek positive recommendation from all referees, including current employer, prior to interview	
Application Form and Supporting Statement: <ul style="list-style-type: none"> The application form must be fully completed and legible The supporting statement should be clear, concise and related to this specific post, and should be no longer than 2 A4 word processed pages in length, using Calibri, 11-point font size, with standard margins, standard line spacing and left-alignment. 	