

PERSONAL SPECIFICATION

Assistant Headteacher

Assessed at: Application (A), Interview (I), Reference (R)

Criteria		Essential	Desirable	Assessed at
Qualifications	• Graduate (with a good honours degree)	/		A
	• Qualified Teacher with full QTS.	/		A
	• NPQSL (or working towards this or similar professional qualification)		/	A
	• Higher degree		/	A
Previous Work Experience	• Excellent classroom practitioner			I, R
	• Widely Read: Evidence of wide-reading and a genuine interest in academic research in both pedagogy and school leadership.	/		A, I
	• Minimum of five years teaching experience, and evidence of impact at middle leader level in a secondary school.	/		A
	• CPD: Evidence of continuous self-development and updated knowledge in the fields of education leadership, management, pedagogy, ICT/e-learning and post-16	/		A, I
	• Knowledge of regulatory and inspection frameworks	/		I
	• Knowledge and understanding of the national educational agenda (I)	/		A, I
	• Consultancy: Evidence of effective experience in supporting other schools and teachers.		/	A, I
Professional knowledge, abilities and skills	• Leading Standards-Raising: Evidence of experience in highly successful leadership to raise standards of behaviour across a school	/		A, I
	• Individual and Team Leadership: Evidence of leading, supporting and managing others, both individuals and teams ensuring high quality performance	/		A, I
	• Change Leadership: Successful experience of managing and implementing change successfully at whole school level		/	A, I
	• Use of Data: Successful experience of using performance data to improve the quality of learning	/		I
	• Technological Expertise: High level of ICT skills and both knowledge and experience of how new technologies can be used to transform learning and raise achievement	/		A, I
	• Presentation: Experience of presenting to a wide audience including staff, governors, parents and students	/		I
People management skills	• Line-Management: Proven ability to identify and implement strategies to raise standards through line management	/		A

	• Self-Starter: Ability to lead and manage own work effectively and take responsibility for own professional development	/		A, I
	• Communication and Presentation: Excellent communication and presentation skills	/		I
Other Personal Qualities	• Motivating others: Ability to enhance performance by motivating and developing staff.	/		I
	• Coaching: The ability to work 1:1 with colleagues to develop improvement in behaviour management	/		A, I
	• Image: Well presented – dress and conduct – in a business-like manner at all times	/		I, R
	• Diplomacy and Integrity: A high degree of personal and professional integrity, confidence and loyalty. Exceptional self-management	/		I, R
	• Profile: High profile presence in the school as a senior leader	/		I
	• Emotional Literacy: A sense of perspective and of humour	/		I, R
	• Emotional Intelligence: Emotional and social resilience and intelligence in the face of considerable challenge	/		I, R
	• Social Intelligence: Recognising that different employees will have differing working and behavioural predispositions and working to accommodate those styles for the benefit of the organisation	/		I, R
	• Energy and Commitment: Enthusiasm for and commitment to the realisation of the school vision.	/		I
	• Willingness to work hard and a commitment to out-of-hours attendance at strategic and operational meetings (early morning, early evening and holidays)	/		
	• Attendance: Record of good attendance and punctuality	/		A