



Federation of Cherry Oak School, Victoria School and Victoria College

**Assistant Headteacher (Assessment & Student Outcomes)  
Victoria School  
Person Specification**

*To carry out their responsibilities effectively, the Assistant Headteacher needs specific professional knowledge, understanding and abilities, which together with a range of leadership, management and personal skills and attributes, are applied across the seven key areas of responsibility set out in the job description.*

- Those elements marked **AF** - will be assessed in your **Application Form**
- Those elements marked **AF/I/P** - will be assessed in your **Application Form** and during the selection process e.g. Interview, **P**resentation.
- Those elements marked **I/P** - will be evaluated during the selection process e.g. Interview, **P**resentation

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>* METHOD OF ASSESSMENT</b>
<b>INITIAL QUALIFICATIONS AND RELEVANT EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher status</li> <li>• Recent leadership / management experience</li> <li>• Evidence of regular and appropriate professional development</li> <li>• Experience of working with pupils who have special educational needs and disabilities (SEND)</li> </ul>	<ul style="list-style-type: none"> <li>• National Professional Qualifications (NPQs)</li> <li>• Post Graduate qualifications (including MA/MEd) in Leadership and Management, Curriculum and Learning</li> <li>• Experience of supporting a school through an Ofsted inspection</li> <li>• Working knowledge of school management information systems</li> </ul>	<b>AF / I</b>
<b>SHAPING THE FUTURE</b>	<ul style="list-style-type: none"> <li>• Communicate and implement a shared vision</li> <li>• Think critically to carry out school self-evaluation</li> <li>• Plan and implement successful school improvement strategies</li> <li>• Successfully lead change, creativity and innovation</li> <li>• Build stakeholder esteem, recognise success and celebrate good practice</li> <li>• Leading a team of staff to improve outcomes for all</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in successfully managing financial and HR processes and systems</li> </ul>	<b>AF / I / P</b>

<b>LEADING LEARNING AND TEACHING</b>	<ul style="list-style-type: none"> <li>Engage with a range of professionals to support pupils with SEND</li> <li>Develop effective staff through a range of approaches</li> <li>Implement effective models of learning and teaching for students with SEND</li> <li>Embed the principles of effective teaching and assessment for learning</li> <li>Model positive behaviour support and management</li> <li>Performance monitoring and evaluation techniques</li> </ul>	<ul style="list-style-type: none"> <li>Experience of curriculum design and implementing assessments for pupils with a range of SEND</li> <li>Knowledge of assessment systems, including statutory primary testing, accreditation and Entry Level exams</li> <li>Experience of supporting staff in understanding sensory regulation for students and developing a range of strategies.</li> </ul>	<b>AF / I</b>
<b>DEVELOPING SELF AND OTHERS</b>	<ul style="list-style-type: none"> <li>Support staff excellence through leading performance management</li> <li>Demonstrate the ability to design and deliver effective CPD</li> <li>Challenge underperformance and support improved performance</li> <li>Engage in self-reflection and reflection on school improvement</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of suitable coaching and mentoring strategies to maximise performance</li> <li>Reporting to Governors on key leadership areas</li> <li>Experience of the recruitment and selection process for staff roles</li> </ul>	<b>AF / I</b>
<b>MANAGING THE ORGANISATION</b>	<ul style="list-style-type: none"> <li>Work collaboratively to devise, implement and evaluate improvement initiatives</li> <li>Use flexible and differentiated approaches to report the impact of school improvement</li> <li>Secure positive and effective affiliations to procure a range of resources and opportunities for the school</li> <li>Managing own workload whilst supporting the wider needs of the school</li> </ul>	<ul style="list-style-type: none"> <li>Experience of directly line managing a large team of staff</li> <li>Ensuring consistency of approach when working with all stakeholders</li> <li>Managing difficult conversations</li> </ul>	<b>AF / I</b>
<b>SECURING ACCOUNTABILITY</b>	<ul style="list-style-type: none"> <li>Implement the principles and practice of quality assurance systems, including school review, self-evaluation and performance management</li> <li>Experience of statutory education frameworks including governance and Ofsted</li> <li>Report accurately and in a timely manner to Governors and the Local Authority using a range of tools and methods</li> </ul>	<ul style="list-style-type: none"> <li>Experience of school improvement following Ofsted or equivalent</li> <li>Leading change management for the benefit of stakeholders</li> </ul>	<b>AF / I</b>
<b>STRENGTHENING COMMUNITY</b>	<ul style="list-style-type: none"> <li>Build relationships between the Federation its community, training organisations and contracted services</li> <li>Be aware of current issues and future trends that impact on the school/ community</li> </ul>	<ul style="list-style-type: none"> <li>Experience of being held to account through close partnership working</li> </ul>	<b>AF / I / P</b>

	<ul style="list-style-type: none"> <li>• Implement strategies to encourage families to engage with the school and their child's learning</li> <li>• Be aware of other agencies and professionals and opportunities for collaboration</li> </ul>		
<b>SAFEGUARDING AND ENSURING THE WELFARE OF CHILDREN</b>	<ul style="list-style-type: none"> <li>• Know the current national and local safeguarding guidance</li> <li>• Develop and maintain a safe and supportive school culture</li> <li>• Develop the curriculum to include safeguarding awareness for the pupils</li> </ul>	<ul style="list-style-type: none"> <li>• To have experience in working with a multi-agency team to improve outcomes for individual pupils.</li> </ul>	<b>AF / I</b>

**NB:** If shortlisted, any relevant issues arising from references will also be taken up at interview. References will be used to support the selection panel's assessment.

Cherry Oak School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

**Declaration**

I have received, reviewed and fully understand the job description for the Executive Headteacher position at The Federation of Cherry Oak and Victoria School and Victoria College. I further understand that I am responsible for the satisfactory execution of the essential functions described there in under any and all conditions described.

Employee Name (Please print full name) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Dated \_\_\_\_\_