



Person Specification Assistant Headteacher

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> - Qualified Teacher Status. - A good honours degree. 	<ul style="list-style-type: none"> - Middle/ Senior leader qualifications.
Experience	<ul style="list-style-type: none"> - Substantial middle leadership experience in a secondary school with strong evidence of success and impact. - Experience of leadership of whole school initiatives. - A track record of leading and improving pupil behaviour. - Experience leading a team of staff. 	<ul style="list-style-type: none"> - Previous experience of a senior leadership role.
Knowledge	<ul style="list-style-type: none"> - Understanding of school improvement. - Understanding of how to manage change and innovation. - Understanding of how to deliver high quality Teaching and Learning. - Understanding of how to ensure inclusion and access for all. 	<ul style="list-style-type: none"> - Knowledge of data systems (SIMS, CPOMS). - Understanding of national context and implications for schools.
Skills and Abilities	<ul style="list-style-type: none"> - The ability to act as an effective role model. - The ability to analyse and evaluate key data. - Ability to exercise good judgment and make effective decisions. - Good organisational skills and high levels of self-motivation. - Professional and personal integrity. - Well developed communication skills. - The ability to motivate, inspiring confidence in pupils that they can succeed and achieve their personal best. 	<ul style="list-style-type: none"> - Confident user of a wide range of ICT applications. - Can manage conflict and think creatively to solve problems.
Professional Development	<ul style="list-style-type: none"> - Ability to provide evidence to show a commitment to professional development. 	
Values	<ul style="list-style-type: none"> - Committed to Castleford Academy values. - Committed to achieving the best for every pupil. - Support academy ethos and values at all times both within the academy and the wider community. - Active contribution to the wider part of academy life. 	
Personal Qualities	<ul style="list-style-type: none"> - Inspirational, dedicated and motivated individual. - Desire to be the best you can be. - Passionate about the education of young people. - Good sense of humour with the ability to stay calm under pressure. 	



Assistant Headteacher

Leadership Spine - L13-L17

Description

You will be accountable to the Headteacher for developing academy wide improvement strategies.

Key Responsibilities

General Expectation of Academy Leadership Team:

- As a key member of the Senior Leadership Team you will assist in contributing to vision, sense of purpose and pride within the academy.
- Uphold the academy vision of 'working together to achieve excellence for all'.
- Lead staff with drive, ambition and compassion, in line with the academy values.
- Promote the highest standards of courtesy and mutual respect amongst all members of the academy community.
- Contribute to the strategic direction of the academy to ensure school improvement.
- Involvement in the development of all aspects of the academy, including its policies and their implementation.
- Initiate and manage change and improvement to develop the academy and staff.
- Advise and assist the Governing Body as required in the exercise of its functions, including attendance at meetings and preparation of reports.
- Inspire, challenge, motivate and empower others to attain challenging outcomes.
- Establish clear expectations and constructive working relationships among staff.
- Maintain high expectations of all staff and prepared to challenge underperformance.
- Demonstrate high professional standards.
- Keep a high profile within the academy, taking command of areas at change of lessons and being visible and active during non-structured time.
- Use Leadership and Management time effectively to achieve targets.
- Have Line Management responsibility, overseeing a number of departments and a year group.
- Support the monitoring and evaluation of teaching within departments; take the initiative in identifying strategies to support consistency of practice, working closely with the Subject Leader.
- Seek out best practice and work with leaders to consider how to improve quality and performance across the academy.

Key Responsibility- To be confirmed

In partnership with the Headteacher and the Senior Leadership Team, the Assistant Headteacher will provide professional leadership and management of areas of responsibility that will be agreed based on the successful candidate's skills, knowledge and experience.

This section will be amended after areas of responsibility are agreed.

Communication

- Communicate as appropriate with staff to identify and improve their performance and quality both within their roles and across the wider academy.
- Ensure communication with parents is regular and informed and use academy systems to record contact over time.
- Provide regular updates on whole school outcomes to the Senior Leadership Team and key stakeholders e.g. Governors.
- Liaise with parents and external agencies on the wellbeing and progress of pupils.
- To organise, chair and attend internal/external meetings associated with this role.



- To liaise effectively with Headteacher and Deputy Headteacher(s) to ensure the smooth day to day running of the academy.
- To liaise effectively with Executive Leaders to ensure they are well informed with regard to performance and quality across the academy.

Other

- Undertake other various responsibilities as directed by the Headteacher.
- To play a key role in the development and leadership of academy safeguarding policies, ensuring every pupil is safe.
- The potholder must be flexible to ensure the operational needs of the academy are met.
- Responsibilities may be rotated to provide professional development and to enable preparation for promotion.