

PERSON SPECIFICATION – Assistant Headteacher (Character Development)

Area	Essential	Desirable
Qualifications and Professional Development	Candidates should have: <ul style="list-style-type: none"> • A Degree with Honours • Qualified Teaching Status • Evidence of appropriate professional development as a Middle Leader (Head of Faculty or Pastoral Team) • A record of consistently outstanding teaching 	<ul style="list-style-type: none"> • Further professional qualification, or higher degree
Experience	Candidates should be able to demonstrate: <ul style="list-style-type: none"> • A range of successful teaching and leadership roles • At least three years' experience as a middle leader • Successful leadership of a key issue for school development, resulting in quantifiable improvement and impact • Actively contributing to school INSET programmes • Excellent classroom management skills • Using the Teacher Appraisal process to raise performance of staff • Effective strategic planning • The effective use of School Self-Evaluation to secure improvement • Working with community partners (including parents and carers and external agencies) to engage students and widen their experiences 	<ul style="list-style-type: none"> • Successful teaching in at least two secondary schools • Working with a range of staff across pastoral and subject areas • Leadership of professional learning activities in more than one school • Budget management skills and efficient resource management • Managing a range of staffing and personnel management issues • Experienced user of Bluesky Education • Experience in creating an effective student leadership team that is at the heart of the school's vision and values
Knowledge and Understanding	Candidates should be able to demonstrate: <ul style="list-style-type: none"> • Knowledge, understanding and use of positive behaviour for learning strategies • The relevance and use of different leadership and management styles and practices in different context within the school • Up to date knowledge of the Ofsted framework 	<ul style="list-style-type: none"> • Knowledge awareness of local, national and global trends and issues • Knowledge awareness of new technologies, their use and impact • Knowledge and understanding of inclusion and its

	<ul style="list-style-type: none"> • A vision for Impartial Information Advice and Guidance in a girls-focused environment • The knowledge and skills to build leadership capacity in others (Staff and students) 	<p>contribution to success for all</p> <ul style="list-style-type: none"> • An appreciation of current employment legislation • Detailed knowledge of safeguarding policy and procedures
Professional Qualities	<p>Candidates should have the ability to:</p> <ul style="list-style-type: none"> • Contribute to the development of an organisation in which all staff recognise that they are accountable for the school's success • Maintain high standards of student behaviour and discipline across the school • Be a highly organised individual who has an eye for detail and structure • Be a reflective and analytical practitioner • Present, communicate, consult, negotiate and delegate effectively • Manage their own and others' workload to ensure that pressure does not result in stress • Give and receive effective feedback and act to improve personal performance • Manage change positively by self and others • Work ahead of deadline dates and promptly respond to staff requests (at all levels) • Role model the professional behaviour and attitude of a senior leader • Build positive relationships with students, parents and staff • Be an outstanding team leader and team member 	<ul style="list-style-type: none"> • Convince others of the moral imperative that we educators have in securing the futures of all young people in our care.

Personal Qualities and Skills	<p>Candidates should have:</p> <ul style="list-style-type: none"> • Commitment to and a vision for comprehensive education and equality of opportunity • A passion for raising the aspirations of young people and young women in particular from all backgrounds • A belief that education is about the development of the whole 	<ul style="list-style-type: none"> • Ambition to become a Deputy Headteacher
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	<p>person, not just about qualifications</p> <ul style="list-style-type: none"> • Capacity for hard work with enthusiasm, humour and energy for achieving the best for all students and staff • Excellent project management and organisational skills • Good health, stamina and resilience • Good judgement, integrity and courage • Unquestioning willingness to work outside of term dates and school hours • Ability to inspire and motivate others • Tenacity and the ability to stay calm under pressure • Excellent ICT skills and be an advanced user of SIMS (Assessment Manager), Excel and Powerpoint 	
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