



## EAST SUSSEX COUNTY COUNCIL

### Person Specification

**Post Title:** Assistant Headteacher: Culture & Aspirations

**Location:** Robertsbridge Community College

**Grade:** Leadership 12-17

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
<b>Key Skills &amp; Abilities</b>			
Leadership	<ul style="list-style-type: none"> <li>Ability to lead, provide clear vision and command respect</li> <li>Incisive and clear strategic thinker</li> <li>Decision maker</li> <li>Ability to motivate students and staff</li> <li>Ability to delegate responsibility, set high standards and provide a focus for achievement</li> </ul>	<ul style="list-style-type: none"> <li>Personal impact and presence</li> </ul>	Interview
Management	<ul style="list-style-type: none"> <li>Ability to manage change in a school and monitor and evaluate its impact</li> <li>Good organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>Experience of playing a leading role in implementing a School Improvement Plan or Action Plan</li> </ul>	Application/Interview
Relationships	<ul style="list-style-type: none"> <li>Ability to establish and develop good relationships with all involved in the school</li> <li>High expectations and standards</li> <li>Enthusiasm and ability to enthuse others</li> <li>Commitment</li> <li>Clear philosophy</li> <li>Sense of humour</li> </ul>		Interview
Interpersonal and communication skills	<ul style="list-style-type: none"> <li>Ability to communicate effectively in writing and orally</li> <li>Competent in the use of ICT</li> <li>Flexible and approachable</li> <li>Resilient under pressure</li> <li>Ability to deal sensitively with people and resolve</li> </ul>	<ul style="list-style-type: none"> <li>A positive and energetic approach to work</li> </ul>	Application/Interview

	conflicts		
<b>Education &amp; Qualifications</b>			
Education	<ul style="list-style-type: none"> <li>Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>A degree or equivalent Higher degree qualification, postgraduate courses</li> </ul>	Application + original certificates
Professional Development	<ul style="list-style-type: none"> <li>Evidence of sustained participation in INSET, especially school management programme or similar</li> </ul>	<ul style="list-style-type: none"> <li>NPQ qualification or similar</li> </ul>	Application
<b>Knowledge and Understanding</b>			
National Framework	<ul style="list-style-type: none"> <li>Knowledge of relevant legislation</li> <li>OfSTED awareness</li> <li>Awareness of current developments in education and the implications of these</li> <li>Understanding of relevant safeguarding and child protection legislation, policies and practices</li> </ul>	<ul style="list-style-type: none"> <li>Recent experience of an OfSTED inspection and its follow up</li> </ul>	Application/Interview
Teaching and Learning	<ul style="list-style-type: none"> <li>Practical understanding of effective and innovative teaching and learning strategies</li> <li>Understanding of actions to prepare students to live in a culturally diverse society</li> <li>Understanding of Spiritual, Moral, Social and Cultural development</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of monitoring and evaluating teaching</li> <li>Evidence of implementing strategies to promote racial harmony and understanding/ delivering SMSC development</li> </ul>	Application/Interview
Standards	<ul style="list-style-type: none"> <li>Understand the characteristics of an effective school</li> <li>Awareness of strategies to raise student achievement, manage behaviour and prevent discrimination</li> <li>Understanding of how to set targets</li> <li>Knowledge of the SEN Code of Practice</li> </ul>	<ul style="list-style-type: none"> <li>Involvement in school improvement work</li> </ul>	Application/Interview
National Curriculum	<ul style="list-style-type: none"> <li>Understand the planning of the National Curriculum, including assessment, recording</li> </ul>		Application/Interview

	and reporting		
Parents and Community	<ul style="list-style-type: none"> <li>Understanding of the role which can be played by parents and the community in raising standards</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working directly with parents to raise standards and involvement with the local community</li> </ul>	Application/Interview
Governance	<ul style="list-style-type: none"> <li>Knowledge of the role of Governors</li> </ul>	<ul style="list-style-type: none"> <li>Experience of work with Governors</li> </ul>	Application/Interview
<b>Experience</b>			
Teaching	<ul style="list-style-type: none"> <li>At least 5 years classroom teaching experience in a secondary setting</li> <li>Evidence of specific, recent and relevant pastoral leadership within a secondary setting relevant to post applied for</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of leadership across the school age range</li> <li>Experience of leading a significant development to implementation</li> </ul>	Application
Schools		<ul style="list-style-type: none"> <li>Taught in at least 2 schools</li> <li>Experience of a wider range of schools and other educational establishments</li> </ul>	Application
Management Responsibility	<ul style="list-style-type: none"> <li>Significant senior leadership experience in a similar type of school</li> </ul>	<ul style="list-style-type: none"> <li>Experience of senior leadership in more than 1 school</li> </ul>	Application
Resources	<ul style="list-style-type: none"> <li>Experience of managing and/or co-ordinating staff</li> <li>Experience of managing teaching resources</li> </ul>	Experience of: <ul style="list-style-type: none"> <li>Appointing and inducting staff</li> <li>ICT systems for management purposes</li> </ul>	Application/Interview
<b>Personal Attributes</b>			
Education Philosophy	<ul style="list-style-type: none"> <li>A commitment to raising achievement through partnership with parents, other educational establishments and the LA</li> <li>A determination to progress school improvement and a desire to fulfil each child's potential</li> <li>A commitment to inclusive education and willingness to respond to the needs of individual learners</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of the way schools can promote values and a moral code</li> </ul>	Interview
Staff Development	<ul style="list-style-type: none"> <li>Commitment to the</li> </ul>		Interview

	development of <b>all</b> staff (teaching and support staff)		
Equal Opportunities	<ul style="list-style-type: none"><li>• Commitment to equality of opportunity</li><li>• Commitment to race and gender equality and social inclusion</li><li>• Experience of implementing strategies for social inclusion</li></ul>	<ul style="list-style-type: none"><li>• Understanding of the need to promote positive role models</li><li>• Experience of implementing strategies for social inclusion</li></ul>	Application/Interview