The Chase
A SCHOOL OF EXCELLENCE

Assistant Headteacher
Person Specification

1. **Professional Qualifications and CPD**
    - Good honours graduate
    - Qualified Teacher Status
    - Competence in the effective use of ICT on a day to day basis
    - Evidence of relevant professional development relating to school management and current educational developments
    - Interest in/already registered for professional leadership development qualification
    - Appropriate qualification, experience and any other requirements needed to perform the role in relation to safeguarding and promoting the welfare of children and young people

2. **Experience**
    - Proven high standards of classroom practice
    - Teaching experience across the full ability and age range in a variety of school contexts
    - Successful leadership experience in a secondary school
    - Proven record of raising standards of achievement and sustaining improvement through self-evaluation and strategic planning
    - Experience of building and maintaining effective relationships with parents, carers, partners and the community
    - Experience of working with SLT and other stakeholders

3. **Personal Qualities**
    - Excellent attendance and punctuality record
    - High level of commitment to inclusive education and Equal Opportunities
    - Is committed to raising standards for all students in pursuit of excellence
    - High level of integrity, honesty and fairness
    - High professional standards
    - Demonstrate high levels of energy and ability to work under pressure
    - Have leadership skills which recognise and respond to difficulties as well as celebrate the achievement of the school
    - Ability to lead, inspire, motivate and manage people
    - Committed to effective working relationships, giving and receiving support from others
    - Lead by example and model excellent practice
    - Ability to communicate as an active listener, orally and in writing
    - High levels of emotional intelligence
    - Good reasoning powers and the ability to make considered decisions in a variety of situations
    - Readiness to reflect on practice and able to act upon feedback
    - Self-motivated and able to work with initiative
    - Demonstrate effective time management skills
    - Strong commitment to school ethos
    - Has a presence and personal impact within school

4. **Leadership and Management**

Ability to:

- Consistently demonstrate and actively promote a commitment to safeguarding and promoting the welfare of children and young people in a safe, secure and healthy school environment
- Use FFT Aspire to set and manage targets to improve performance
- Use SIMS assessment and reporting and assessment analysis tools, for example 4Matrix
- Monitor and evaluate own and others work, acknowledging excellence and challenging poor performance
- Assess impact of work on outcomes for students and stakeholders
- Share and develop commitment to the school ethos and vision. Inspiring, challenging and empowering others to carry the vision forward
- Show a clear knowledge and understanding of the implication of current educational developments and legislation relevant to specific areas of responsibility
- Implement and manage change to effect improvement
- Challenge, influence and motivate others to set appropriate and challenging targets
- Promote the development of staff and to build capacity
- Commit to developing and managing high performing teams
- Work with other agencies for the well-being of all students and families
- Use comparative data for benchmarking and target setting purposes and develop relevant strategies for performance improvement