



Assistant Headteacher (Inclusion) Person Specification

Responsible To:	Headteacher
Responsible For:	Inclusion Team & External Agencies

Overall Job Purpose:

To work closely with the Headteacher and Senior Leadership Team on the strategic direction and accountability of the school. To be a strategic and supportive member of the Senior Leadership Team and to embrace its role and potential as an inclusive, 11-19 maintained school. The postholder will play a key lead role in the development of inclusive practices and student progress as the school continues to become an innovative, high performing and emotionally intelligent organisation and effectively raise standards in all areas of school life.

The Assistant Headteacher (Inclusion) will strategically lead the SEND provision, to include: mainstream SEND, the Integrated Studies curriculum, The ALPS and FERNS.

Qualifications & Experience

Criteria	Essential	Desirable	Evidence
Honours Degree, or equivalent.	✓		Application
Qualified Teacher Status (QTS).	✓		Application
Qualified SENDCo with significant experience in the role.	✓		Application
NPQH and/or higher degree qualification other than initial teacher training.		✓	Application
Evidence of recent and relevant training and development at senior leadership level.		✓	Application Interview
To have had proven senior experience in a secondary school.		✓	Application Interview
To have experience of managing a large department/team of people with evidence of successfully implementing change and/or school improvement, with measurable outcomes.	✓		Application Interview
To have experience of 'performance management' including setting targets, assessment, adding value, monitoring and evaluating.	✓		Application Interview
To show evidence of on-going professional development.	✓		Application Interview

Personal Qualities, People & Relationships

Criteria	Essential	Desirable	Evidence
To model our core values of Respect, Achievement, Community, Enjoyment & Relationships.	✓		Application Interview Reference
To lead by example and instil confidence, enthusiasm and pride.	✓		Application Interview
To have excellent interpersonal and communication skills, both verbally and written.	✓		Application Interview



To have the ability to deliver a hard message whilst retaining a positive and encouraging working relationship.	✓		Interview
To be highly motivated with a proven ability to inspire a team, but also be a team player when necessary.	✓		Interview
To show initiative and clear strategic vision whilst being confident to consider alternative views and adapt strategic plans accordingly.	✓		Interview Reference
To be proactive, innovative and versatile with a high level of drive, energy and enthusiasm, resilience, reliability, integrity and a sense of humour.	✓		Interview
Aspire to Deputy Headship or Headship in the future.		✓	Interview

Strategic Direction & Leadership			
Criteria	Essential	Desirable	Evidence
To have high expectations and the ability to think and plan strategically to reflect, promote and deliver the school's vision, values, priorities and targets, whilst empowering others to take them forward.	✓		Interview
To have proven, sound, decision making skills combined with the ability to lead, influence and manage change.	✓		Interview Application
To be astute and perceptive with strong analytical skills and the ability to use sound judgement, in order to anticipate and resolve conflict and issues imaginatively.	✓		Interview
To be able to relate empathetically to parents/carers, staff, students, governors and the wider community.	✓		Interview
To be able to prioritise, plan and organise effectively.	✓		Interview

Curriculum, Pastoral Support & Monitoring			
Criteria	Essential	Desirable	Evidence
An outstanding classroom practitioner with the ability to monitor and evaluate performance, in order to improve the quality of teaching and learning and maintain and stretch high standards.	✓		Application Interview
Successful experience of positive behaviour management and of developing a student focused, inclusive and effective culture so that student behaviour and attendance are excellent.		✓	Application Interview
Successful experience of curriculum development, along with an understanding of the issues associated with choice and flexibility, to meet a personalised learning agenda.		✓	Application Interview
Proven experience of the implementation of effective assessment procedures and an understanding of the use of assessment for the learning needs of all students.	✓		Interview
A demonstrable understanding of the processes of safeguarding, safer recruitment and safeguarding procedures.	✓		Application Interview



Commitment to sustain a safe, secure and healthy school environment	✓		Application Interview
A commitment to a student-centred approach within an equitable and inclusive school, in which the academic and personal welfare of each student is paramount	✓		Application Interview