



St Laurence School

Person Specification

Title of Post: Assistant Headteacher (Inclusion)

It is essential for the applicant to meet each of the minimum criteria in terms of qualifications and experience in order to be able to enter the selection process.

The minimum essential criteria are:

- 1) Qualified teacher status (A/R)*
- 2) A recognised honours degree or its equivalent (A)
- 3) A current position of responsibility in a secondary school (A/R/L)
- 4) Substantial and successful experience as a qualified teacher working in secondary schools (A/R/L)
- 5) NPQ SENDCo, or a willingness to complete it (A/L/I)
- 6) Recent training in procedures for Access Arrangements, or a willingness to undertake on appointment (A/R/L/I)
- 7) Evidence of successful classroom teaching (R/L/I)
- 8) Experience in developing and working with students with SEND (R/L/I)
- 9) Experience of strategies to raise achievement, particularly for those with SEND and/or disadvantage (R/L/I)
- 10) A coherent educational philosophy (L/I)
- 11) Preparation for a Senior Post through in-school responsibilities and training / further study (A/R/I)
- 12) Experience of leading a team (R/I)
- 13) Understanding of pastoral issues, processes and principles through suitable experience (A/R/I)
- 14) The ability to communicate effectively and appropriately (L/I)
- 15) A high level of commitment and energy (R/I)
- 16) Excellent planning and organisational skills (R/I)

In addition, the successful applicant will be able to demonstrate through the selection process that they can:

- 1) Set and maintain high professional standards (R/I)
- 2) Understand the diverse needs of SEND students in a comprehensive setting (L/I)
- 3) Establish excellent and professional relationships with students, colleagues, parents and governors (R/I)
- 4) Demonstrate an understanding of current educational developments and the implications of educational legislation particularly in relation to SEND education (L/I)
- 5) Demonstrate a high level of emotional intelligence and self-confidence (R/I)
- 6) Inspire and lead others and be aware of essential characteristics of team building (R/I)
- 7) Make informed decisions (R/I)

- 8) Establish priorities in the face of competing demands and subsequently work to meet agreed deadlines (R/I)
- 9) Think flexibly and analytically (R/I)
- 10) Be adaptable (R/I)
- 11) Demonstrate initiative and problem solving skills (R/I)
- 12) Show experience of successfully implementing change (R/I)
- 13) Demonstrate an understanding of literacy and its importance (L, I)

Additionally applicants may have experience of:

- 1) Monitoring and evaluating the work of colleagues (R/I)
- 2) Experience of contributing to whole school development planning (I)
- 3) Providing professional development for colleagues (R/I)
- 4) Experience of school ICT administrative and management systems (I)

*A – application form, R – reference, L – letter of application, I - interview