

**KESTEVEN AND SLEAFORD HIGH SCHOOL
ASSISTANT HEADTEACHER
PERSON SPECIFICATION**

	Criteria	Importance		Method of Assessment
		Essential	Desirable	
Qualifications and General Experience	Good Honours Degree	√		A
	Recognised Teaching Qualification	√		A
	Evidence of further advanced study or research and development		√	A
	Recognised, accredited leadership qualification		√	A
	Postgraduate qualification		√	A
	Recent and relevant leadership development, training and CPD	√		A
Teaching and Leadership Experience	Substantial and successful teaching experience in secondary schools	√		A
	At least two years' recent successful experience in the leadership and management of a significant area of the school	√		A
	Experience of team management, team leadership and team building	√		A
	Experience of organising, implementing and evaluating curriculum and/or pastoral developments in a secondary school	√		A
	Experience of working constructively with parents/carers and the wider community	√		A
	Evidence of being a proactive, visible and smart presence around school	√		A/I
Professional Knowledge and Experience	Excellent communication skills	√		I
	Experience of target setting and monitoring school performance at every level	√		A
	Excellent grasp of student data and its use	√		A
	Experience of managing budgets		√	A
	Experience of leading whole school learning and teaching with demonstrable impact	√		A
	Coaching skill and application		√	
	A knowledge of effective strategies to raise levels of student attainment	√		A/I
	Evidence and experience of accurate evaluation of teaching and learning	√		A/I
	An understanding of assessment theory and practice	√		A/I
	An understanding and proven success of various teaching and learning strategies	√		A/I
	Knowledge and understanding of current educational priorities and practice, new technologies and personalisation	√		I
	A knowledge and understanding of school development planning and process	√		A/I
	A knowledge and understanding of pastoral development and innovation	√		A/I
	Use of innovative approaches to driving up standards	√		A/I

Leadership and Management	Record of initiating and achieving educational excellence	√		A/I
	Ability to enable others to achieve success	√		A/I
	Ability to manage change	√		A/I
	Ability to develop the curriculum within a context of educational change	√		A/I
	Ability to draw data from a variety of sources, analyse, synthesise and present a solution for the way forward	√		I
	Ability to contribute to strategic planning for whole school development		√	I
	Ability to establish excellent working relationships across a wide range of schools	√		I
	Ability to think and work strategically, and with vision	√		I
Personal Attributes	A strong moral purpose, loyalty, vision and drive for improvement	√		A/I
	A role model for teaching, learning and professional conduct	√		I
	High expectations of oneself and others	√		I
	A strategic and innovative thinker	√		A/I
	A leader who inspires trust and confidentiality	√		I
	A genuine commitment to the academic, personal and social development of students and families	√		I
	Energy, enthusiasm and commitment	√		I
	Excellent leadership and management skills	√		I
	Flexibility, imagination, resilience under pressure, reliability and integrity	√		I
	A positive attitude to school, innovation and change	√		I
	Self-awareness	√		I
	Excellent attendance, punctuality and time management	√		
	Excellent relationships and interpersonal skills when working with students, colleagues, parents/carers and other professionals	√		A
	A motivator who is approachable and supportive, inspires trust and confidence and behaves with integrity	√		A/I
	Commitment to the wider community	√		I
	Possess personal impact and presence	√		I
	Show a real passion for school led development and improvement	√		I
	Ability to delegate in such a way that tasks are achieved and targets are met	√		A/I
	Ability to organise oneself in such a way that leadership is effective	√		I
Communication	Display a clear sense of vision of the role of Assistant Headteacher	√		A/I
	Be able to build professional relationships and work sensitively with a wide range of people	√		A/I
	Demonstrate good presentational skills	√		A/I
	Encourage dialogue to ensure a high level of understanding	√		I
	High standard of administrative skills	√		A
	High standard of IT skills		√	A
Safeguarding	A commitment to the safeguarding of children and young people	√		I

A = Application Form and Letter

I = Interview