**Person Specification / Profile – Assistant Headteacher**

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| Qualification and Experience Requirements | Evidence |
| * QTS (Qualified Teacher Status)
* Evidence of regular and appropriate professional development
* Evidence of recent management development
* Evidence of recent senior management experience demonstrating a substantial contribution to:
* Developing and implementing a school ethos
* Planning, developing, monitoring and assessing the whole school curriculum
* Raising standards through systematic target setting and monitoring , including within the processes of OFSTED
* Developing community involvement
* Experience of leading CPD
* Experience of implementing school improvement initiatives
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| **Assistant Headteachers should be able to demonstrate their ability in:*** Collaborative and flexible leadership in close partnership covering
* Planning, development and monitoring whole school curriculum provision
* Planning strategically and operationally
* Effective management, decision making and organisational skills, including:
* Communication skills (oral and written)
* Consultation and negotiation skills
* Ability to delegate
* Ability to motivate staff and pupils
* Interpersonal skills which demonstrate an ability to develop and maintain good relationships with all members of the school community and partners
* Active and effective internal school liaison work, including the promotion and development of team working
* To plan and make decisions that take full account of equal opportunities
* Performance review: a sharp focus on school self evaluation, with particular regard to assessment and pupil progress
 | **Application Form, Reference, Assessment, Interview** |
| **Assistant Headteachers should be able to demonstrate their knowledge, experience and understanding of:** |
| **Shaping the future*** Local, national and global trends in education
* Communication strategies both within and beyond the school
* New technologies, their use and impact
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| **Leading teaching and learning*** Strategies to raise achievement and achieving excellence
* Strategies to ensure inclusion, diversity and access
* Strategies to develop effective teachers
* Models of learning and teaching
* Principles of effective teaching and assessment for learning
* Models of behaviour and attendance management
* Curriculum design and management
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| **Developing self and others*** Strategies to promote self and team development
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| **Managing the organisation*** Equal opportunities policy in service delivery and employment
* Legal issues relating to managing a school including Equal Opportunities, Race Relations, Disability, Human Rights and Employment Legislation
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| **Securing accountability*** Relevant education legislation
* Principles and practice of quality assurance systems, including school review, self evaluation and performance management
* Data collection and analysis tools
* Performance monitoring and evaluation techniques
* Statutory educational frameworks, including governance
* Public service policy and accountability frameworks, including self evaluation and multi-agency working
* Use of a range of tools (including performance data) to support, monitor, evaluate and improve aspects of school life.
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| **Strengthening community*** Current issues and future trends that impact on the school community
* Strategies to encourage parents and carers to support their children’s learning
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| Safeguarding and promoting the welfare of children* Safeguarding issues
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