

**ASSISTANT HEADTEACHER – PASTORAL AND ATTENDANCE**

 **PERSON SPECIFICATION**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications and Training** | * Qualified Teacher Status (QTS)
* Serving Assistant Head teacher or experienced middle leader
* Recent In-Service training
* Evidence of training to enhance his/her current role
* Evidence of personal institutional improvement, development and change
* Successful involvement in performance processes and data analysis
* Understanding/experience of the challenges of supporting specific groups including SEND. Sound understanding of the role of governing bodies
 | * National Professional Qualification for Senior Leadership
* Post Graduate qualification and/or recognised management qualification
* Experience of successful Ofsted Inspection
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| **Experience** | * Senior or middle leadership and management role in relation to pupils in Key Stage 2 and/or Key Stage 3
* Experience in a pastoral team and monitoring attendance in Key Stage 2 and/or Key Stage 3
* Experience in evaluating and using data to improve the monitoring of behaviour
* Experience of improving outcomes
* A variety of teaching experience
* Experience and appreciation of needs of pupils
 | * In depth experience of managing attendance
* Experience of managing the OFSTED process
* Recent involvement in implementation of new educational developments
* Experience in a Middle School
* Experience of leading a pastoral team
* Mental health support training
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| **Leadership Qualities and Personal Attributes** | * Have outstanding leadership qualities
* Effective communicator (to staff, parents, Directors and pupils)
* Ability to identify the needs of and oversee the delivery of a whole school attendance system.
* Successful teacher showing commitment to both academic and general welfare of pupils
* Personnel management skills (including appraisals)
* The ability to plan, monitor, evaluate, review and lead by example
* The ability to lead and manage effectively in a pressurised environment; be willing and able to work long hours when necessary and be able to manage time effectively
* The ability to manage a multi-disciplinary approach to addressing the needs of children
* The ability to lead and manage an inclusive school
* The ability to lead and manage underperformance
* The ability to create and maintain a caring and nurturing environment within the school, setting, by example, the appropriate ethos and culture of Woodfield Academy thereby ensuring moral, spiritual and emotional wellbeing of our pupils
* A good grasp of ICT skills and knowledge to support learning
* Be a strong presence, with high visibility in the school environment
* Be able to understand how and when to delegate, and to whom
* Oversee the provision and development of outstanding learning and teaching
* Ensure that there is a culture of aspirational challenge throughout the school
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| **Professional knowledge and understanding** | * Comprehensive understanding of recent educational developments
* Understanding of how to meet the curricular and learning needs of all pupils including those from less advantaged backgrounds and those who are higher achieving
* Knowledge and understanding of personnel management issues
* Understanding of how to raise pupils’ aspirations
 | * Knowledge of SIMS
* Possess a good understanding of financial and business issues, and how these impact the educational needs of our pupils
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| **Qualities** | * Flexible leadership style and the ability to build and maintain effective teams
* Ability to lead the school through changes and meet new challenges with enthusiasm, vision, flair and sensitivity
* Self-motivated and hard working
* Ability to forge strong links with all stakeholders
* Have a positive approach to discipline
* Ability to work closely with the Board of Directors
* Commitment to equal opportunities
* Ability to effectively delegate tasks
* Commitment to working with parents and carers to support their child’s needs
* Commitment to pre and after-school activities
* Commitment to continuing professional development for members of the school community
 | * Commitment to the health and wellbeing of all stakeholders
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| **Personal** | * Understand how to achieve all of the above, whilst maintaining a good sense of humour and work/life balance, underpinned by the energy, enthusiasm and determination which will undoubtedly be needed to ensure the continued and future success of Woodfield Academy
* Be available and approachable, treating people respectfully and fairly
* Be able to develop and sustain excellent working relationships with staff, individually and collectively, supporting them appropriately in order to provide the best teaching and learning experience for our pupils
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