

**ASSISTANT HEADTEACHER – PASTORAL AND ATTENDANCE**

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **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 |
| **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 |
| **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 |  |
| **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 |
| **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 |
| **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 |  |