**Ponteland High School**

# PERSON SPECIFICATION: Assistant Headteacher (Pastoral)

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| **Criteria** | **Essential**  **Requirements** | **Desirable**  **Requirements** | **Evidence From** |
| **Qualifications**  **and**  **Experience** | 1. Graduate with Qualified Teacher Status 2. A minimum of 5 years teaching experience 3. Prior experience at a middle leadership level for a minimum of 3 years 4. Successful record of classroom teaching 5. Evidence of CPD on a range of issues including teaching & learning and leadership & management | Higher degree in relevant area  NPQSL and/or NPQH  Involvement in whole school projects on raising performance and improving standards  Led CPD within own school/other schools | A, I, R  A  A, R  A, R  A |
| **Knowledge**  **and**  **Understanding** | 1. Clear idea of what successful classroom practice looks like 2. Knowledge of school improvement strategies 3. Deep understanding of effective pastoral systems and their importance in schools 4. Possesses and practises a range of learning and teaching strategies 5. Understands corporate leadership and has ability to operate confidentiality within a “cabinet government” approach to the Senior Leadership Team 6. Understand how ICT systems can support target setting, monitoring and mentoring of students to raise achievement at all key stages. | Knowledge of how to improve practice of others  Degree of expertise in at least one aspect of T&L  Experience of working within a Senior Leadership Team  Experience of ICT systems and operation of target setting procedures. | A, I, R  A, I  A, I  R, I  A, R, I  A, I |
| **Personal**  **Qualities** | 1. Ability to work as part of a wider team 2. Ability to develop others 3. Ability to hold self and others to account 4. Excellent individual ICT skills 5. Ability to be a role model as a member of SLT and have very good classroom management skills; can make a positive impact on the learning climate of the school 6. Excellent personal and organisational skills, e.g. lesson preparation; meeting deadlines; good record keeping and administration; summarising papers, presenting reports etc. 7. Good interpersonal and leadership skills 8. Hard working, healthy and a good attendance record 9. Likes working with young people and can contribute to whole school ethos | Proven leadership skills in current post; experience of parental and “outside agency“ involvement  Can contribute to wider school development | A, R  A, R  A, R, I  A, R  R  R  I, R  R  A, I, R |

**Key:**

A: Application Form & Letter of Application

I: Interview

R: Reference

Kieran McGrane

Headteacher

April 2021