



Person Specification

Kesteven and Grantham Girls' School

Post	Assistant Headteacher – Post 16 Education and Welfare		Grade	L10-14
ATTRIBUTES	ESSENTIAL	DESIRABLE		
Education, Qualifications & Training e.g.				
• General education • Formal qualifications • Specific/specialist training • Practical training, required to do the job	• Qualified teacher status • Degree or equivalent in relevant subject • PGCE or equivalent	• 2:1 degree or above • Evidence of further study and professional development		
Experience e.g.				
• Specific job-related experience • Previous experience	• Pastoral and/or curriculum leadership experience in a secondary school • Proven track record of ensuring high academic standards • Clear track record of working at a strategic level • Experience and proven expertise in the teaching of at least one A-level subject • An awareness of the post-18 application process including both UCAS and Oxbridge • A strong working knowledge of safeguarding	• Experience of line managing departments and/or other areas within school • Experience of leading post-18 application process including both UCAS and Oxbridge • An understanding of marketing and options process at KS5 • An understanding of blocking and timetabling implications • Knowledge of 16-19 statutory requirements		
Special Subject Knowledge e.g.				
	• Passionate and enthusiastic subject specialist • In depth and up to date understanding of your subject and its curriculum • A clear understanding of the purpose, application and interrogation of assessment data, tracking and evaluation etc. both at school and national level • An understanding of issues relating to continuity and progression • Clear knowledge and understanding of the implications of current educational developments relevant to specific areas of responsibility • Knowledge of the Gatsby benchmarks	• An awareness of wider curriculum issues • Experience of leading careers provision		
Teaching and Learning e.g.				
	• A clear vision about what makes for effective teaching and learning • An excellent classroom practitioner with effective classroom management skills • An understanding of monitoring and evaluation strategies • Evidence of thorough planning, preparation and delivery of lessons to focus on specific learning outcomes • Excellent knowledge of Health & Safety issues as they relate to faculty subjects	• Evidence of secure budget and resource management • Evidence of developmental planning		
Attitudes e.g.				
	• Good record of health, attendance and punctuality • An ability to establish constructive working relationships with both colleagues, students and parents	• Evidence of a willingness to work collaboratively and share resources and good practice		



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	<ul style="list-style-type: none">Positive “can do” attitudeStudent centred approach to educationConsistent focus on student outcomesWillingness to work collaboratively with other leadersUnderstanding of when to consult or seek advice and responsive to feedbackDesire for constant improvement and personal developmentAbility to maintain emotional resilienceAbility to make and take decisions and to prioritiseAbility to work under pressure, think creatively and to anticipate and solve problems.	
Skills & Abilities e.g.		
<ul style="list-style-type: none">Prepare reportsVerbal presentationsDecision makingNumerical skills	<ul style="list-style-type: none">Clear vision for the Sixth form at KGGS and able to link this to the strategic objectives of the schoolGood personal organisation / time managementAn ability to inspire and motivate students and staffAbility to provide clear evaluation and strategies for improvement of teams and teachers and measuring the impact of theseAn ability to communicate well both orally and in writingDedicated, committed, high profile leader who will hold others to account in relation to policy and professional standardsCommitment to build and lead high performing teamsAbility to prepare and present analysis of results dataCommitment to partnership between governors, staff, parents and students and the ability to build excellent relationships with all stakeholders	<ul style="list-style-type: none">Awareness of the particular challenges involved in a girls’ selective schoolAbility to step in as deputy safeguarding lead with training
<p>You demonstrate the following characteristic:</p> <ul style="list-style-type: none">Dynamic and energeticProactivePatienceInitiative and determinationA deep sense of integrityReliable and consistentAdaptable and resilientOptimistic, has vision and creativitySensitive and empatheticSense of humour		
Additional Requirements e.g.		
<ul style="list-style-type: none">Extra-curricular	<ul style="list-style-type: none">A willingness to contribute to the wider life of the schoolA commitment to contribute to faculty support sessions	