



HOLBROOK ACADEMY

Person Specification

Assistant Headteacher

Elements required to undertake the job are provided under specific headings. Each element is essential or preferred as indicated in the table below.

		Essential	Preferred
Experience			
1.	QTS, with at least 6 years relevant teaching experience		✓
2.	Proven track record as a successful classroom practitioner across the secondary age and ability range.	✓	
3.	Middle management leadership experience	✓	
4.	Experience/knowledge of current initiatives and theories relating to Teaching and Learning.	✓	
5.	Evidence of successfully leading whole school initiatives would be an advantage.		✓
Qualifications or Training			
1.	Degree in an appropriate secondary subject	✓	
2.	'Leading from the Middle' or similar		✓
3.	Designated Safeguarding Lead qualification or previous experience of role	✓	
4.	Commitment to, and evidence of, continued professional development	✓	
5.	Evidence of monitoring, evaluating and reviewing performance, through a robust performance management system	✓	
6.	Evidence of successfully operating at both strategic and operational levels	✓	
Practical Skills			
1.	A range of leadership and management skills.	✓	
2.	Ability to develop and lead high quality professional development activities.	✓	
3.	Highly effective communication skills which engage students, parents, staff, governors and the wider community.	✓	
4.	Ability to analyse and apply data to support Teaching and Learning development strategies.		✓
5.	An understanding of budgetary control and management of designated budget.		✓
6.	Experience of writing, implementing, monitoring and evaluating effective action plans to raise standards.		✓
Knowledge & Understanding			
1.	A good understanding of inclusive education and a commitment to the provision of equal opportunities.	✓	
2.	Committed to high standards with high expectations of, and positive attitudes towards, pupils, staff, parents and carers.	✓	
3.	Committed to supporting Pupil Voice.	✓	
Personal Qualities & Attributes			
1.	Self-belief, ability to sense opportunities and take the initiative in moving things forward in a positive way.	✓	
2.	Show a powerful commitment to continuous improvement and raising standards.	✓	
3.	Excellent interpersonal skills.	✓	
4.	Strong role model who is able to influence others.	✓	
5.	Assertive and can make firm and well-considered decisions.	✓	
6.	Communicates effectively both orally and in writing and is a competent user of ICT.	✓	
7.	Is resilient, has a good sense of humour and a life beyond school	✓	
8.	An understanding of the value of a successful work life balance for self and others	✓	