



Person specification: Assistant Head Teacher

	Essential	Measured by	Desirable	Measured by
Qualification & Training	- QTS - Regular & appropriate Professional development	AF AF/C	- Higher degree, Postgraduate SEN course - SENCO qualification - Recognised management qualification - Leading training activities for others - Designated person training	AF/C AF/C AF/C AF/I AF/I
Experience	- Leadership & management of a team - Teaching of students with SEMH difficulties - Managing staff - Evidence of contributing to whole school improvement strategies - Proven experience as a manager within school, leading, motivating and managing staff effectively and working as a team member	AF AF I/AF	- Curriculum or team leadership - SEMH Special school experience - Range of educational settings - Experience of conducting Appraisal & Induction - Experience of mentoring, coaching or supervision of colleagues - Experience of leading staff development	AF AF AF AF/I AF/I AF/I
Knowledge & Understanding	- National frameworks, SEND Code of Practice - Strategies for raising achievement - Strategies for promoting SMSC, citizenship and British values - Understanding of Appraisal principles - Understanding of equal opportunities - Understanding of safeguarding procedures and confidentiality - Knowledge of SEMH difficulties	AF/I I I AF/I AF I	- Experience of Ofsted inspection and follow up - Knowledge of ASD, MLD - Experience of working with parents - Involvement in community projects - Experience of working with governors - Understanding of the way schools can promote values and a moral code	AF/I AF/C AF/I I AF/I I



Maplefields Academy

Skills	• Ability to develop, lead and implement • strategic thinking • Ability to investigate, solve problems and make and implement decisions • Able to communicate with, motivate and engage students and staff • Ability to monitor and evaluate impact • Involvement in setting and implementing SDP • Able to maintain good relationships and liaise effectively with all partners • Ability to communicate effectively orally and in writing • Competent in use of IT • Able to deal sensitively with people and resolve conflicts • Time management and self-organisation skills • Able to manage change • Calm response	I I I AF/I AF/I AF AF I AF/I	• Evidence of managing change • Lead role in implementing SDP • Proven ability to self-motivate, use initiative and lead pro-actively. • The ability to inspire and motivate others through innovative and original practice. • Experience of successfully managing a key stage or departmental budget	I AF/I AF/I
Personal qualities	• Flexible and approachable • Resilient under pressure • Positive, committed and energetic • Demonstrate innovative and creative approaches • Good record of health, attendance and timekeeping • High professional standards • Personal and professional integrity	I/R I/R I/R I/R R	• Flexible approach to working hours as required. • Open to evening and weekend working.	
Other	• Legal entitlement to work in UK • Enhanced DBS	AF		