

Person Specification Assistant Headteacher

Personal attributes required based on Job Description <i>Essential requirements are those without which an applicant will not be considered for appointment.</i>	Essential (E) or Desirable (D) Criteria
Qualifications 1. Qualified Teacher Status 2. Qualified to degree level 3. Relevant post-graduate qualification in education or leadership/management. 4. National Award for Special Educational Needs Co-ordination, NASENCo (or equivalent) or a willingness to work towards	E E D E
Experience 1. Recent experience as an Assistant Headteacher or a middle leader undertaking an additional teaching and learning responsibility with demonstrable impact in a secondary school. 2. Track record of delivering and sustaining progressive improvements in achievement through the high-quality leadership 3. Experience of implementing successful school-wide strategic projects that have supported school improvement objectives. 4. Experience of successful and robust staff management. 5. Demonstrable experience of teaching a broad ability range of students.	D E E D D
Knowledge 1. Excellent and current knowledge, understanding and passion in effective curriculum and inclusion approaches and implementation. 2. Detailed knowledge of secondary curriculum and key transitional points. 3. Up to date knowledge of the General Data Protection Regulation and Safeguarding legislation. 4. Significant understanding of the responsibilities of a senior leader in promoting and safeguarding the welfare of students. 5. Full knowledge of the current Ofsted framework. 6. Excellent knowledge and understanding of the use of data and key performance indicators in determining benchmarks to set school targets.	E E E E E E

Skills and Abilities 1. Ability to inspire and motivate staff, pupils and parents to achieve the aims of the school. 2. Excellent communication skills, both verbal and written, with the ability to negotiate and consult tactfully and effectively in order to achieve desirable outcomes. 3. Excellent ability to make well-judged decisions based upon accurate analysis and interpretation of appropriate data or information. 4. High level pro-active and creative thinking to anticipate issues, address problems and pursue opportunities. 5. Strong resilience to secure successful outcomes. 6. Readiness to seek and respond to advice and guidance. 7. Excellent collaborative working skills to perform effectively as part of wider teams. 8. Robust people management and leadership skills, to lead by example. 9. Determination to promote equality of opportunity throughout all aspects of academy life. 10. Ability to set, expect and monitor excellent standards. 11. Strong ability and drive to achieve challenging personal and organisational goals. 12. Excellent ability to independently plan, organise and prioritise a busy workload and support other staff in doing this. 13. The ability to work flexibly and respond to change on a daily basis. 14. The ability to demonstrate professional behaviour at all times, remaining calm in potentially sensitive or difficult situations. 15. The ability to achieve strong and positive working relationships and to use negotiation skills to achieve a successful outcome. 16. Dealing with matters confidentially and sensitively. 17. The ability to act as a role model to encourage and promote non-discriminatory behaviour and sustain strong equality and diversity in the workplace. 18. The ability to work as an effective senior leader and ensure support and accountability in the line management of team members. 19. The ability to work with confidence and consistency to maintain trust and assurance in the reputation of the school and FCAT.	E E E E E E E E E E E E E E E E E
Other Attributes 1. Evidence of continued professional development	E