

# Assistant Headteacher Head of Sixth Form Person Specification

This person specification outlines the attributes that a candidate will need to have in order to undertake the roles and responsibilities of the **Assistant Headteacher Sixth Form** to the high standard required.

	Essential qualities	Desirable qualities
<b>Knowledge/ Experience</b>	<ul style="list-style-type: none"> <li>■ Qualified teacher</li> <li>■ Evidence of successful leadership of a whole school initiative focused on post-16 learners</li> <li>■ Evidence of significant positive impact on the outcomes of students, particularly post-16 students</li> <li>■ Knowledge of safeguarding procedures in a school environment</li> <li>■ Recent experience of working in a secondary school setting</li> </ul>	<ul style="list-style-type: none"> <li>■ NPQSL or similar leadership CPD</li> <li>■ Previous experience of a senior leadership role</li> <li>■ Leadership in a post-16 setting</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>■ Ability to take the initiative</li> <li>■ Ability to plan strategically</li> <li>■ Outstanding personal practice and ability to develop others</li> <li>■ Outstanding personal practice in working with and motivating all students, particularly the full range of post-16 learners</li> <li>■ Excellent communication skills across a range of stakeholders and forums</li> <li>■ Ability to lead teams through planning, implementation &amp; review</li> <li>■ Capacity to manage a significant workload in a timely fashion</li> </ul>	<ul style="list-style-type: none"> <li>■ Ability to analyse and evaluate key data</li> <li>■ Previous experience of planning and implementing Sixth Form curriculum and teaching and learning</li> </ul>
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>■ Determination, resilience and tenacity</li> <li>■ Positive and enthusiastic attitude, approachable and empathetic</li> <li>■ Outstanding role model for whole school community</li> <li>■ Commitment to equality, diversity and inclusion at a whole school level</li> <li>■ Ability to work both independently and collaboratively, bringing a team with you</li> <li>■ Ability to inspire the trust and respect of students, parents, staff and governors</li> <li>■ Commitment to own professional development</li> <li>■ Calm and resilient under pressure, managing significant workload positively</li> <li>■ A passion for education that ensures the best for young people</li> </ul>	

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