

## Assistant Headteacher Person Specification

	Essential	Desirable	Evidence
Qualifications & Experience	<ul style="list-style-type: none"> <li>• QTS and good Honours degree</li> <li>• Leadership experience</li> <li>• Further formal Professional Development</li> <li>• Outstanding classroom practice that inspires students and adds value to their progress</li> <li>• Proven track record of having significant impact in current post</li> </ul>	<ul style="list-style-type: none"> <li>• Further professional qualification</li> <li>• Experience of more than one school</li> </ul>	Application form, letter & references
Skills & Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of different approaches to school improvement</li> <li>• Good knowledge of standards and the ability to use this to improve outcomes for all students</li> <li>• Knowledge of safeguarding and child protection</li> <li>• Ability to accurately judge the quality of teaching, learning and progress overtime</li> <li>• Skills in coaching &amp; improving the performance of staff</li> <li>• Experience in developing and leading strategies to improve key areas of the school</li> </ul>		Letter, references & selection process

	<p>(teaching and learning, pastoral care, attendance, outcomes)</p> <ul style="list-style-type: none"> <li>• Ability to work as a member of a team and independently</li> <li>• High level of ICT skills and knowledge of applications of ICT to teaching, learning and management</li> <li>• Knowledge of and experience of following and developing Health and Safety procedures</li> </ul>		
Personal qualities & skills	<ul style="list-style-type: none"> <li>• Enthusiastic, sensitive, flexible, hardworking and the ability to remain calm</li> <li>• Ability to translate vision into reality</li> <li>• High level skills of effective communication (both verbal and written) with all stakeholders, time management and prioritisation</li> <li>• Ability to keep confidences</li> <li>• Excellent interpersonal skills and organisational skills</li> <li>• Ability to support and challenge</li> <li>• Ability to inspire, motivate and influence others</li> <li>• Excellent attendance record</li> <li>• Willingness to participate in the extracurricular life of the school</li> </ul>		Letter, references & selection process