Person Specification
Assistant Head Teacher

Location:	Welcombe Hills School
Grade/Scale:	Leadership – L10-L14
Special Conditions:	None
Reporting to:	Deputy Head Teacher (unless otherwise agreed)
Revised Date:	June 2025

Qualifications & Training		
Essential	Desirable	A/I/R
Honours degree and qualified teacher status.	NPQH, NPQSL or other additional school leadership qualification. An additional specialist qualification in SEND	A
Willing to undergo SENCO training	NPQ for SENCOs or NASENCO qualification	A
	Evidence of recent professional development at a senior or middle leadership level.	A
Evidence of recent relevant professional development and training, including in safeguarding		A
Commitment to further develop own professional knowledge and skills.		A/I

Knowledge		
Knowledge and understanding of Special Educational Needs.		A/I
Knowledge and understanding of effective teaching and learning for pupils with special needs and the ability to promote high expectations for pupil outcomes throughout the school.		A/I
In-depth knowledge and experience of Child Protection, Safeguarding & Safer Recruitment procedures.	Recent training as Designated Safeguarding Lead Deputy DSL	A/I
A thorough understanding of the Special Needs Code of Practice and its implications for pupils and families.		I
In-depth knowledge and understanding of the wider educational agenda, including current national policies and educational developments and statutory requirements.		I
A clear understanding of performance management of staff.	Experienced as an Appraiser A clear understanding managing capability, absence and conduct processes for staff	A/I

Experience & Skills		
Essential	Desirable	A/I/R
Experience of SEND	Substantial experience in a SEND environment.	A
Proven record of impact as a middle leader	Proven record of successful leadership at a senior level in special education.	A/I/R
Some experience of monitoring, evaluating and improving the quality of teaching and learning.		A/I/R
Ability to work effectively with other services to support pupil achievement.		A/I
Experience of working in collaboration and/or partnership with internal and external stakeholders, other educational bodies and the wider community to develop positive relationships and achieve strategic objectives.	Experience of working in collaboration and/or partnership with Executive Leaders, Governors and/or Trustees,	A/I/R
	Proven track record of managing school self-evaluation and the ability to lead whole school improvement initiatives, which have a positive impact on pupil achievement	A/I/R
	Successful experience of effective strategic, financial and resource management to achieve educational priorities and ensure value for money.	A/I/R
The capacity to develop in partnership with all stakeholders a vision and strategy for the future.		A/I
A highly visible style of leadership with the charisma, energy and enthusiasm to inspire the whole school community and the ability to manage every aspect of the school in the absence of the Head Teacher		I
Ability to support the strategic vision and direction for the school in collaboration with the Head Teacher, Chief Executive & Trustees through appropriate consultation.		I
The ability to work collaboratively with other schools and agencies to develop partnerships, learning networks and employers.		I
Commitment to equal opportunities, inclusion, diversity and access for all, in order to ensure an open and transparent school culture.		A/I
The ability to develop and support innovative ideas in a school environment and drive them through to action.		A/I
Ability to identify professional development needs of staff through performance appraisal and assessment and to promote professional development through appropriate CPD and support.		A/I

Personal/Other Qualities		
Essential	Desirable	A/I/R
Personally resilient—able to deal with the challenges of the role and identify and seek support required.		I
Receptive to change and innovation.		I
Able to travel between school and Trust sites.		I
Fluent in the use of the English language.		I
Note - Method of Candidate Assessment: A=Application Form I=Interview R=Reference		