



## Employee Specification Form

Post Number	
Job Title	Assistant Headteacher Pastoral - Wirral Hospitals' School
Department	Children and Young People's Department
Prepared by and date	Wirral Hospitals' School January 2025

**Important - Study "Explanatory Notes" printed overleaf before completing form**

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
<p><b><u>Qualifications</u></b></p> <p>(i) Recognised teaching qualification.</p> <p>(ii) Evidence of professional development relating to Senior Leadership and management.</p> <p>(iii) Recent professional development covering a range of educational issues associated with the post and the complex needs of the students.</p>	<p>A</p> <p>A</p> <p>A</p>	<p>(i) Degree and/or further Degree.</p> <p>(ii) Leadership and Training qualification</p> <p>(iii) Evidence of further study relating to SEN (e.g. mental and emotional health)</p>	<p>A</p> <p>A</p> <p>A</p>
<p><b><u>Experience</u></b></p> <p>(i) Significant experience of over five years of being a highly effective teacher in either secondary mainstream or special school settings, teaching up to GCSE level. In addition to the above, specific experience of:</p> <p>(ii) demonstrating high expectations for all students, regardless of barriers to learning;</p> <p>(iii) working at senior leadership level, OR at middle leadership level for at least three years;</p> <p>(iv) leading on successful whole-school development initiatives;</p> <p>(v) working with vulnerable young people in a variety of educational and other settings;</p> <p>(vi) leading successful multi-agency working;</p> <p>(vii) self and school evaluation, including setting and monitoring suitably challenging strategic targets.</p> <p>(viii) having a successful track record of inspirational leadership that both supports and challenges.</p> <p>(ix) and ability to demonstrate successful experiences of engaging with key stakeholders such as governors, parents/carers, students and other relevant outside agencies/organisations.</p>	<p>A/I/R</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A</p> <p>A/I/R</p> <p>A/I/R</p> <p>A/I</p>	<p>(i) Experience of a broad variety of educational settings.</p> <p>(ii) Significant experience of raising standards of teaching and learning across a whole school.</p> <p>(iii) Experience of working specifically with CAMHS / NHS / Social Care.</p> <p>(iv) Hard evidence of successful management/leadership of a NC subject, resulting in good levels of progress and attainment in terms of percentage of pupils reaching challenging targets.</p> <p>(v) Confidence in, and experience of demonstrating, good problem solving skills in resolving challenging situations.</p> <p>(vi) To have proven experience of good financial management issues and willingness to learn about whole school effective systems and procedures.</p> <p>(vii) To have significant experience of managing pastoral provision, either across Year Groups and/or throughout the school.</p>	<p>A</p> <p>A/I</p> <p>A/I</p> <p>A/I/R</p> <p>A/I/R</p> <p>A/I/R</p> <p>A/I/R</p> <p>A/I/R</p>

<p><b><u>Knowledge and Skills</u></b></p> <p>(i) Within the area of teaching and learning, a good knowledge of judging what good progress is during lessons and at various stages in students' educational careers.</p> <p>(ii) A keen interest in, and experience of, evidence-based approaches to school improvement.</p> <p>(iii) A good understanding and knowledge of providing pupils with complex needs with a challenging and appropriate curriculum.</p> <p>(iv) Ability to coordinate, monitor and analyse effective assessment systems and procedures.</p> <p>(v) An interest in, and understanding of, data analysis and presentation in a format that is accessible to parents/carers, students, governors and external agencies (e.g. OFSTED)</p> <p>(vi) To be a good communicator, written and verbal, and demonstrate excellent and outstanding interpersonal skills.</p> <p>(vii) To be able to adjust communication styles to different audiences, maintaining a calm, person-centred approach at all times.</p> <p>(viii) Confidence and competence in ICT.</p>	<p>A/I/R</p> <p>A/I</p> <p>A/I</p> <p>A/I/R</p> <p>A/I</p> <p>I/R</p> <p>A/I/R</p> <p>A</p>	<p>(i) Significant experience of observing and providing effective feedback on teaching and learning.</p> <p>(ii) Experience of developing and/or leading on alternative curriculum accreditation systems.</p> <p>(iii) Understanding the importance of base-line assessment in all subjects as the starting point for effective lesson planning which builds on prior learning.</p> <p>(iv) Experience of promoting and/or raising the attendance statistics for all pupils.</p> <p>(v) Proven examples of the success of various initiatives using empirical data.</p>	<p>A/I/R</p> <p>A</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<p><b><u>Special Requirements</u></b></p> <p>(i) Commitment to the core values of the school.</p> <p>(ii) Ambitious, inspirational leader, keen to develop own career further within, and beyond, the role of Assistant Headteacher.</p> <p>(iii) Willingness and enthusiasm to work in a broad range of split site educational settings with students exhibiting a diverse range of needs at Wirral Hospitals' School.</p>	<p>I</p> <p>I</p> <p>I</p>	<p>(i) Evidence of a previous and future planned career path that leads naturally to the role at Wirral Hospitals' School.</p>	<p>I</p>