

Gildredge House Recruitment

Person Specification: Primary Phase Assistant Head Teacher - Special Educational Needs Co-ordinator

On appointment the Primary Phase Assistant Head Teacher will join a dynamic Senior Leadership Team, taking particular responsibility for the strategic direction of inclusive education within the Primary phase. This is a critical role, requiring high-level skills in strategic development and change management.

Essential	Desirable
Qualifications	
<ul style="list-style-type: none">Honours degree from a recognised universityQTS	
Experience	
<ul style="list-style-type: none">At least 4 years' successful teaching experience in the 4 - 11 age range with a track record of 'good' and 'outstanding' lessonsSuccessful experience of dealing with vulnerable groupsKnowledge of the power of ICT systems.Management and leadership of staff - experience of supervising/managing teaching staff and a thorough understanding of staffing issuesBuilding, leading and sustaining effective complex working relationshipsExperience in setting up school systems	<ul style="list-style-type: none">Qualified SENDCO or willingness to attain qualificationWorking with / supervising / managing support staffWorking in partnership with outside agencies that can assist in the emotional and social development of young people

Knowledge & Understanding	
<ul style="list-style-type: none"> • Substantial knowledge and understanding of learning and teaching • Knowledge of SEND Code of Practice • Knowledge and understanding of local and national best practice with respect to the teaching of SEND • Understanding of the difficulties some vulnerable groups experience and ways to combat this. • Full appreciation of Safeguarding procedures in an all-through context • Knowledge of the ECT framework or a willingness to mentor ECTs. 	
Leadership Skills	
<p>Ability to:</p> <ul style="list-style-type: none"> • Assist the Head Teacher in leading an expanding Free School • Lead, manage and coach people to work both individually and in teams • Build teams and systems that motivate and inspire others • Demonstrate high emotional intelligence and resilience • Organise both self and others • Hold both self and others to account • Set and achieve strategic objectives • Delegate effectively • Monitor and evaluate effectively • Initiate and manage change • Understand the importance of staff welfare • Seek advice and support when necessary • Deal sensitively with people, employing tact and diplomacy as required, and resolve conflicts • Handle intense / challenging / emergency situations, keeping calm under pressure 	<p>Ability in:</p> <ul style="list-style-type: none"> • Successful school development planning and delivery • Successful school self-evaluation • Leading support staff • Reporting to school Governors

Decision-making Skills	
<p>Ability to:</p> <ul style="list-style-type: none"> • Apply a highly analytical and detailed focus to task management • Investigate, resolve problems and make decisions in a timely manner • Collect and weigh evidence, make judgements and take decisions in line with sound educational practice • Think creatively and imaginatively to solve problems and identify opportunities • Prioritise work of both self and others and to meet and manage work to tight deadlines • Plan strategically with due regard for timeliness, relevance, measures for success and highly appropriate targets • Use risk assessment methods 	
Self-Management Skills	
<p>Ability to:</p> <ul style="list-style-type: none"> • Plan time and organise work effectively • Prioritise and manage time • Work under pressure and meet deadlines • Be self-motivating e.g. setting personal goals • Strike a healthy balance between work and leisure time 	
Communication Skills	
<p>Ability to:</p> <ul style="list-style-type: none"> • Communicate clearly orally and in writing • Select the most appropriate type of communication to a range of audiences • Consult and take into account, where appropriate, the views of others • Negotiate effectively through highly developed inter-personal skills of tact and diplomacy 	

School Ethos	
<ul style="list-style-type: none"> • Desire to fulfil the school motto ‘Aspire’: be the best that one can be and inspire others to do the same • Ability and commitment to developing and maintaining the ethos of Gildredge House in partnership with the Head Teacher and other staff • Enthusiasm for working in a fast-paced environment and the idea of having a significant personal impact on the future success of the school • Willingness to engage fully with one’s own learning journey and reflect on / learn from set-backs or mistakes • Capacity to influence others in a positive and affirmative way 	
Personal Characteristics	
<ul style="list-style-type: none"> • Adaptable to changing circumstances and ideas • Flexible • Reliable • Has integrity • Has a passion for education; • Has a dynamic commitment to the promotion and development of the school; • Can show enthusiasm, tenacity and resilience with the ability to work under pressure, while maintaining a sense of humour; • Approachable; • Committed; • Empathetic; • Organised; • Patient; • Resourceful. 	