**Person Specification: Assistant Headteacher**

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|  | **Essential** | **Desirable** |
| **Qualifications** | Qualified-teacher status  Evidence of involvement in INSET activities as a participant and as a provider | Degree/post-graduate study. |
| **Experience** | The Assistant Headteacher should have experience of:  teaching within the secondary setting and providing for educational needs across the full ability range, including Special Educational Needs;  strategic responsibilities in school leadership and management;  managing an area of curriculum development;  school development and improvement planning;  leading and managing staff successfully; | In addition, the Assistant Headteacher might have experience of:  Experience of working in a SEND setting, KS3 – KS5;  working in a variety of different schools;    active membership of the school management team;  leading an aspect of school improvement;  membership of the governing body as teacher representative.  working with governors and other stakeholders; |

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| **Knowledge & Understanding** | The Assistant Headteacher should have knowledge and understanding of:  the role of the senior leadership team within the school;  the principles and practice of secondary education Key Stages 3 & 4;  current curriculum management, including the statutory requirements of the National Curriculum at Key Stages 3 & 4, and the literacy and numeracy strategies;  the assessment, recording and reporting of pupils’ progress and achievements in the context of both the broader curriculum and the statutory requirements of the National Curriculum;  the school’s role in effectively providing for the needs of all pupils, including those with Special Educational Needs;  the OFSTED Inspection Framework;  the process and importance of school self-evaluation;  whole-school issues and their implications for financial management;  the principles and practice of community education. | In addition the Assistant Headteacher should have knowledge and understanding of:  the interpretation of value-added information, to assist class teachers in pupil progress;  the principles and practice of secondary education Key Stage 5;  the assessment, recording and reporting of pupils’ progress in relation to EHCP’s;  bench-marking test results on a local and national basis. |

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| **Skills** | The Assistant Headteacher will be able to:  show evidence of vision, initiative, and leadership in managing change to enhance and raise standards;  support the work of colleagues and provide staff development, with an understanding of its relationship to performance management;  involve staff, parents, governors and other stakeholders in the process of establishing a clear set of shared aims, objectives and values for the school;  listen and communicate effectively (both orally and in writing) to a variety of audiences;  work effectively as a member of the senior leadership team;  show strong interpersonal skills, responding appropriately to both adults and children;  have a calm approach and positive attitude to behaviour management. |  |
| **Personal Characteristics** | Ability to manage change sensitively  Calm approach  Ability to organise themselves and others  Ability to demonstrate initiative  Self-motivation |  |