

HILLSIDE SPECIALIST SPECIAL SCHOOL & COLLEGE

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

[A] Training and Qualifications

Assistant Head Teacher Personal Specification	Essential/ Desirable
Qualified Teacher Status	E
Degree	E
Further/advanced qualification in the field of special educational needs and/or autism	D
Post-entry curriculum or management training qualification	D
Professional Development: <ul style="list-style-type: none"> • recent relevant professional development in management; • recent relevant professional development in teaching, learning and assessment of pupils with learning difficulties and /or autism; • recent training in the Ofsted self-evaluation procedures 	E E D
Other training: <ul style="list-style-type: none"> • experience/training in the care and control of pupils with learning difficulties • autism specific interventions 	E E

[B] Experience of Teaching and Educational Management

Applicants should be able to demonstrate experience of the following areas relevant to the phase:

	Essential/ Desirable
Teacher and/or Assistant Headteacher	E
Other management experience: <ul style="list-style-type: none"> • subject leadership across more than one key stage; • whole-school responsibility; • contributing to school improvement planning; • leadership and management in teaching and learning; • Statutory Reviews of Statements; including reviewing Individual Education Plans/Personalised Learning Plans/Care Plans/Behaviour Support Plans • Planning and co-ordinating qualifications and accreditation • Preparation for adulthood, transitions, careers 	E E E D D D D
Specific experience in aspects of leadership and management <ul style="list-style-type: none"> • contributing to school improvement planning; • policy development and implementation 	E D
Teaching Experience <ul style="list-style-type: none"> • proven successful teaching in a special school • proven successful teaching in more than one key stage 	E E

[C] Professional Knowledge and Understanding

Applicants should be able to demonstrate good knowledge and understanding of the following areas relevant to the phase:

	Essential/ Desirable
The principles of effective teaching and assessment	E
The process of strategic planning	D
The principles and practice of effective school self evaluation including data analysis	D
Current educational issues, including national policies, priorities and legislation	E
Strategies for leading and managing school improvement	D
Awareness of strategies and procedures for managing staff	D
The effective management of staff	E
Strategies to promote and sustain individual/team development	E
The role of the governing body	E
Strategies for strengthening a school's links with the wider community including parents and carers	E
How to develop effective strategies in respect of the achievement and well-being of pupils and staff	E

[D] Personal Skills and Attributes

Applicants should be able to provide evidence that they have the necessary qualities and attributes required by the post. These qualities may be demonstrated in a letter of application, however, it is more likely that they will be more fully assessable during the interview process and from the references. Applicants should be able to:

	Essential/ Desirable
Build and maintain effective relationships within and beyond school	E
Think strategically to create a coherent school vision	D
Inspire, challenge, motivate and empower others to carry the vision forward	E
Demonstrate personal enthusiasm and commitment to the leadership process	E
Foster an open, fair and equitable culture	E
Manage conflict	E
Prioritise, plan and organise themselves and others	E
Think creatively to anticipate and solve problems	E
Listen to and reflect on feedback	E
Develop effective teamwork	E
Good written and verbal communication	E

[E] Application Form and Letter

The form should be fully completed and legible. The letter should be clear, concise (NOT MORE THAN 3 SIDES OF A4 IN ARIAL pt11) and related to the specific post.

[F] Confidential References and Reports

	Essential/ Desirable
Professional references should provide a strong level of support for the relevant professional and personal knowledge, skills and abilities referred to above	E
Positive recommendation from current employer	E