



## **Person Specification/Selection Criteria for Assistant Headteacher at Mayfield School**

***The applicant will be required to safeguard & promote the welfare of children & young people***

**Note:** Candidates failing to meet any of the essential criteria will not be shortlisted.

### **[A] Qualifications**

<b>Qualification requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Qualified teacher status	<b>E</b>		<b>A/I</b>
Degree	<b>E</b>		<b>A/I</b>
A leadership qualification or working towards		<b>D</b>	<b>A/I</b>

### **[B] Professional Development**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Evidence of appropriate professional development for the role of assistant headteacher	<b>E</b>		<b>A/R</b>
Evidence of recent leadership and management professional development	<b>E</b>		<b>A/R</b>
Has successfully undertaken appropriate Child Protection training/ Designated Safeguarding Lead training		<b>D</b>	<b>A/I</b>
Evidence of CPD (continuing professional development) linked to the Quality of Education	<b>E</b>		<b>A/R</b>

### **[C] School leadership and management experience**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Substantial and current experience as a senior leader in a special school		<b>D</b>	<b>A/R</b>
Active and effective leadership of a team / key stage/ curriculum area/ department	<b>E</b>		<b>A/I</b>
Leadership experience in a middle leader role	<b>E</b>		<b>A/R</b>
Experience of working with pupils with Special Educational Needs	<b>E</b>		<b>A/I</b>
Experience of working in a relevant classroom/service environment (special school)	<b>E</b>		<b>A/I/R</b>
To have taken an active involvement in school self-evaluation and development planning	<b>E</b>		<b>A/I/R</b>
To have implemented and developed a whole school initiative	<b>E</b>		<b>A/R</b>
To have had responsibility for policy development and implementation	<b>E</b>		<b>A/R</b>
To have had experience of and ability to contribute to staff development across the primary range (E.g. coaching, mentoring, INSET for staff)	<b>E</b>		<b>A/R</b>



### **[D] Experience and knowledge of teaching**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Experience of teaching in more than one school		<b>D</b>	<b>A</b>
Significant teaching experience	<b>E</b>		<b>A/I</b>
To have a knowledge and understanding of all Key Stages	<b>E</b>		<b>A/R</b>
To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	<b>E</b>		<b>A/I</b>
To be able to exemplify how the needs of all pupils with SEND have been met through high quality teaching.	<b>E</b>		<b>A/I</b>
To have a detailed knowledge of a range of communication strategies to support all students to develop both receptive and expressive language	<b>E</b>		<b>A/I</b>

### **[E] Professional Attributes**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Demonstrate an awareness and of the needs of the pupils at Mayfield School and how these could be met.	<b>E</b>		<b>A/I</b>
Able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies.	<b>E</b>		<b>A/I</b>
Excellent written and oral communication skills (which will be assessed at all stages of the process).	<b>E</b>		<b>A/I/R</b>
To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice.	<b>E</b>		<b>A/I/R</b>

### **[F] Personal Qualities**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Continue to promote Mayfield School's strong educational philosophy and values	<b>E</b>		<b>A/I</b>
Inspire, challenge, motivate and empower teams and individuals to achieve high goals	<b>E</b>		<b>A/I/R</b>
Be approachable, person centred	<b>E</b>		<b>A/I</b>
Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people with learning difficulties	<b>E</b>		<b>A/I/R</b>
Build and maintain quality relationships through interpersonal skills and effective communication	<b>E</b>		<b>A/I/R</b>
Demonstrate personal and professional integrity, including modelling values and vision	<b>E</b>		<b>A/I/R</b>
Manage and resolve conflict	<b>E</b>		<b>A/R</b>
Prioritise, plan and organise themselves and others	<b>E</b>		<b>A/R</b>



	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Think analytically and creatively and demonstrate initiative in solving problems	<b>E</b>		<b>A/I</b>
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others	<b>E</b>		<b>A/I</b>
Able to empathise appropriately and take necessary steps	<b>E</b>		<b>A/I/R</b>
Demonstrate a capacity for sustained hard work with energy and vigour	<b>E</b>		<b>A/I</b>
Demonstrate impact and presence	<b>E</b>		<b>A/R</b>

**[G] Confidential References and Reports**

Positive recommendation from all referees, including current employer	<b>E</b>
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**[H] Application Form and Supporting Statement**

*The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post.*