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| **Person Specification Form** |
| **Post title:** Assistant Head Teacher |
| **Directorate:** Children and Young People | **Grade: 14-17** |
| **Establishment or team:** Kingsbury Primary Special School  |
| **Requirements****(based on the job description)** | **Essential (E)****or****desirable (D)** | **To be identified by: application form (AF),****interview (I),** |
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| **Qualifications** |  |  |
| Qualified Teacher Status  | E | AF |
| Evidence of recent leadership and management professional development – NPQ status or a commitment to undertake  | E | AF |
| Evidence of completing further study in an aspect of special educational needs  | D | AF |
| **Experience** |  |  |
| Experience of teaching pupils with a range of learning needs across the key stagesspecial school | E | AF I  |
| Experience as an effective middle leader or area lead | E | AF I  |
| Experience of successfully leading and managing staff and working as a team player  | E | AF I  |
| Experience of monitoring the performance of others  | D | AF I  |
| Experience of leading whole school curriculum developments  | E | AF I  |
| Experience of leading and improving outcomes in relation to school improvement priorities Experience of successfully managing a curriculum budget  | EE | AF I AF I  |
| **Knowledge, skills and abilities** |  |  |
| Track record of consistently outstanding classroom practice | E | AF I |
| Evidence of adapting the curriculum to meet the diverse range of pupils in a specialist setting Have high expectations of all pupils and demonstrate challenge to ensure they reach their full potential | EE | AF IAF I |
| To be able to effectively use data, assessment and target setting to improve pupil outcomes | E | AF I |
| A proven ability to use information and communication technologies and their application in management and education.  | E | AF I |
| To be a leader of learning demonstrating and encouraging outstanding classroom practice and ensuring this is being sustained | E | AF I |
| To work constructively in partnership with all stakeholders, establishing positive and effective collaborations with parents, governors, other schools, external agencies and the local community To demonstrate a commitment to broadening the range of opportunities available to pupils through extra-curricular / residential activities To be outward looking with the ability to develop an outstanding package of support to other schools in relation to SENDExcellent organisational skills with the ability to have a flexible approach To possess excellent listening, written, and oral communication skills, the ability to chair meetings, make presentations and to communicate effectively with pupils, parents, governors and staff Inspire challenge, motivate and empower teams and individuals to achieve high goalsStamina and ability to maintain a work life balancePrioritise, plan and organise themselves and others Emotional awareness of self and others Be a positive role model at all times and demonstrate impact and presence  | EEEEEEEEEE | AF IAF IAF IAF IAF IAF IAF IAF IAF IAF I |
| **Other** (including special requirements)Commitment to upholding and promoting the ethos and values of the schoolAbility to work under pressure and prioritise effectivelyCommitment to maintaining confidentiality at all timesCommitment to safeguarding and protecting the welfare of children and young people Commitment to equality and diversityCommitment to health and safety | EEEEEE | IIIIII |
| **Note: We will always consider your references before confirming a job offer in writing**. |