**Person Specification: Assistant Headteacher L12 - L16**

| **Criteria** | **Essential** | **Desirable** | **Assessed through** |
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| Qualifications | 1. Educated to degree level. 2. Qualified Teacher Status (or equivalent). 3. Professional development in preparation for leadership. | 1. NPQSL. 2. Evidence of ongoing professional development. 3. Further relevant professional or academic qualifications. | All - Application form &  Certificates |
| Experience | 1. Leadership and management experience in a school. 2. Successful experience of teaching GCSE, BTEC or A level qualifications. 3. Evidence of effective teaching that has supported students in making strong progress. 4. Demonstrable experience of successful line management and staff development. | 1. Experience of working as part of the leadership team within a school. 2. Experience of school self evaluation and development planning. | All - Application form & References |
| Leadership qualities | 1. Beliefs and values that are aligned with those held by the school. 2. A clear vision for education and achievement. 3. Ability to both support, challenge and influence staff within various contexts. 4. Ability to hold others to account. 5. Ability to effectively communicate ideas and concepts. 6. Ability to effectively interpret data and use it to inform sound decisions, judging when intervention activities need to take place and to proactively organise these with staff. 7. Ability to work under pressure, prioritise effectively and see projects through. 8. Commitment to maintaining confidentiality at all times. | A. Experience of dealing with HR issues.  B. Ability to demonstrate an awareness and understanding of the ‘bigger picture’ and working at Senior Leadership level. | All - Application form, references and interview day activities |
| Knowledge & Understanding | 1. Understanding of and commitment to safeguarding and child protection procedures. 2. Strong, up to date knowledge of curriculum planning and implementation. 3. Ability to effectively evaluate provision across a range of areas within a school setting. 4. Strong understanding of high quality teaching, and the ability to model this for others. 5. Understanding of effective techniques in raising attainment and standard at whole school level. 6. Strong understanding of effective behaviour management strategies and how to support others in developing behaviour management strategies. | 1. Good understanding of SEND and PP strategies to ensure needs are met. 2. Membership of relevant subject/professional body. 3. Experience of successfully implementing restorative practices. 4. Clear understanding of the current Ofsted framework. 5. Clear understanding of wider educational developments and contexts. | 1 - Application form / Interview  2 - Application form / Interview day  3 - Application form / Interview day  4 - Application form / Interview day  5 - Application form / Interview  6 - Application form / Interview  7 - Application form / Interview  A - Application form / Interview day  B - Application form  C - Interview day  D - Interview day  E - Interview day |
| Skills | 1. Ability to listen effectively and form good interpersonal relationships. 2. Ability to work independently or as part of a team as required. 3. Strong data handling & analysis skills and attention to detail, 4. Strong organisational and time management skills. 5. The ability to use a variety of teaching and feedback strategies. 6. Ability to appropriately challenge ideas or beliefs they believe are wrong. |  | 1 - Application form / Interview day  2 - Application form / References / Interview day  3 - Interview day / References  4 - Interview day / References  5 - Interview day / References  3 - Interview day / References |
| Personal values and qualities | 1. Pupil-centred in decision making. 2. Belief in the value of restorative practices. 3. Ability to take personal accountability for performance. 4. Evidence of a commitment to continuous personal development and improvement. 5. Ability to perform well when placed under pressure. 6. High levels of emotional intelligence. 7. Resilience and the optimism to deal with day to day challenges. 8. Self confidence and the ability to make appropriate decisions. 9. Regularly meets deadlines. 10. Forms positive and productive relationships with staff and children. 11. Honest and trustworthy. 12. High expectations of self and others. | 1. Potential for further promotion. 2. A commitment to engaging with educational research and wider reading. | 1 - Interview day  2 - Interview day  3 - Interview / one to one meeting / reference  4 - Application form / interview day  5 - Interview day / References  6 - References / interview day  7 - References / interview day  8 - References / interview day  9 - References  10 - References/ interview day  11 - References  12 - References/ interview day  A - Interview day / References  B - Interview day |