

## Person Specification for post of: Assistant Head Teacher Post 16



Qualifications, Skills & Knowledge	Essential	Desirable
DfE recognised qualified teacher status (QTS)	x	
Appropriate qualifications and experience to have credibility with the people you will work with as an Assistant Headteacher	x	
Good knowledge of current thinking and practice in education	x	
Secure knowledge and understanding of PfA and its relevance to P16	x	
Evidence of Continuing Professional Development	x	
Other professional qualifications (eg. NPQSL or NPQML)		x
Capacity to influence people and lead change	x	
Commitment to continuous improvement	x	
Good understanding of curriculum development and innovation	x	
Proven leadership and management skills	x	
Evidence of strong person-centred vision and values	x	
Experience		
Recent and relevant experience as an effective Assistant Headteacher or Middle Leader	x	
Recent teaching experience in a primary, secondary or special school	x	
Evidence of significant development of a curriculum area or aspect of school provision	x	
Experience of multi-disciplinary working	x	
Experience of successful work with parents, carers and the wider community	x	
Experience of planning and differentiation for students with SEN		x
Experience of delivering, monitoring and assessing via relevant P16 accreditations		x
Knowledge of successful strategies for improving the quality of provision and students' learning and progress	x	
Evidence of high expectations for children and young people's learning and achievement	x	
Knowledge of school budgets, financial regulations and procedures or managing a part of the school budget		x
The capacity to use ICT to improve the quality of provision	x	
Knowledge of assessment practice and progress tracking	x	
A good understanding of the features of high-quality practice for young people with learning difficulties and disabilities	x	
Wider Professional Responsibilities		
Ability to form respectful and trusting relationships with a range of people, including parents and carers	x	
Excellent numeracy and literacy skills with the ability to complete written reports	x	
Aware of own strengths and areas for development and actively seeks feedback and learning opportunities	x	
Commitment to continuing professional development (including taking personal responsibility for this)	x	
Commitment to working with colleagues to improve teaching and learning	x	
Ability to organise and supervise the work of a staff team	x	
Personal and Professional Conduct		
A passion and enthusiasm for making a difference for young people with SEND	x	
Commitment to school's aims and values	x	
Commitment to equality and inclusive practice	x	
An understanding of and commitment to, positive behaviour support ethos	x	
Ability to manage own time, prioritise tasks and proven organisational skills	x	
Good communication and interpersonal skills	x	

A commitment to safeguarding and promoting the welfare of our students	x	
Resilient, flexible and a positive solution focussed approach	x	
Ambitious, optimistic and forward looking	x	
Health, physical and emotional capacity for the role	x	
Can maintain personal presentation that sets high standards for staff and students	x	
<b>Leadership</b>		
The ability to lead the school's vision and ethos	x	
A strong commitment to developing other people	x	
Capacity to motivate, inspire and challenge our students, self and other staff	x	
The ability to set challenging targets	x	
The ability to monitor, evaluate and review your own, others and the school's effectiveness	x	
Highly effective teamwork skills	x	
<b>General</b>		
The flexibility to meet the full range of job requirements	x	
Able to travel to offsite provisions, meetings and events	x	