

## PERSON SPECIFICATION

### ASSISTANT HEADTEACHER PERSONAL DEVELOPMENT

| <b>Qualifications and experience</b>  |
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| Qualified teacher status and relevant degree  |
| Excellent classroom practitioner  |
| Experience of classroom observation and providing feedback to improve practice  |
| Evidence of a commitment to personal CPD and leadership training  |
| Proven Leadership and management experience in a diverse multi-cultural secondary setting   |
| A proven track record of leading and managing a team including motivating, mentoring and developing staff; team building; conflict management; and effective performance management   |
| Ability to evaluate school systems and processes to ensure they are fit for purpose   |
| Knowledge of the current educational environment  |
| Enthusiasm for forming strategic partnerships with local schools and external agencies to benefit the future of the school  |
| Excellent communication skills and ability to think creatively about marketing and promotion of the school within the wider community   |
| Experience of successful strategic development plans, setting targets, monitoring and evaluating progress towards these   |
| Experience of managing safeguarding in a school or other relevant organisation, including: <ul style="list-style-type: none"> <li>a. Building relationships with children and their parents, particularly the most vulnerable</li> <li>b. Working and communicating effectively with relevant agencies</li> <li>c. Implementing and encouraging good safeguarding practice throughout a large team of people</li> </ul> |
| <b>Leadership Skills</b>  |
| Ability to be an inspirational leader who values the views of others and creates positive working relationships with staff, children, parents and carers, governors and other stakeholders  |
| Ability to motivate, manage and develop a successful team   |
| Holding high standard and expectations and encouraging excellent standards of working amongst colleagues  |
| Ability to make difficult decisions and ensure that stakeholders are on board with the actions required to implement necessary changes  |
| Ability to promote the well-being and safety of staff and children  |
| Ability to create equality of opportunity for all and celebrate the cultural diversity within the school community  |
| Ability to lead by example, showing a strong work ethic, self-motivation, collaborative working practice and willingness to take ownership of decisions   |
| <b>Securing accountability</b>  |
| Is committed to individual, team and whole school accountability for pupil learning outcomes  |
| Is committed to the school working effectively and efficiently towards academic achievement and the moral, emotional, social and cultural development of all pupils within the school's ethos   |
| Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns  |



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| <b>Strengthening the Community</b> |
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| Has a commitment to partnership with parents and the community to raise standards by supporting the learning of children and helping to realise the distinctive vision and values of the school |
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| Is able to build and maintain effective relationships with parents, carers, partners, and the wider community so that they enhance the education of all members of the school community |
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| A willingness to contribute to and support whole school events |
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| <b>Personal attributes</b> |
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| Ability to inspire, challenge, motivate and empower others |
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| A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school |
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| Self-motivation and a commitment to continued professional development |
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