

Person Specification

Assistant Headteacher (Inclusion, Speech and Language Unit)

	Essential	Desirable
Qualifications		
Educated to degree level	✓	
Qualified teacher status.	✓	
*To hold the NA-SENCO Award (or be willing to undertake if appointed)		✓
To have evidence of continuing professional development that is relevant to the post	✓	
Experience		
Minimum of 5 years teaching experience	✓	
Be able to demonstrate experience of effecting significant and sustained change in teaching, learning and curriculum either at class, phase or whole school level that has led to an improvement in pupil performance.	✓	
Experience of improving the quality of teaching and learning, through processes of monitoring and support	✓	
Experience of managing and using pupil attainment and tracking databases	✓	
Experience of supporting staff development programmes for teachers and other staff	✓	
Experience of supporting strategies to improve parental involvement in their children's learning.	✓	
Professional Knowledge and Understanding		
Have a sound understanding of the skills and attributes involved in effective leadership	✓	
Understand the current theory and best practice in teaching and learning, particularly relating to children with SLCN difficulties.	✓	
Be committed to the pursuit of excellence through reflective practice and continued professional development.	✓	
Understand the expectations in the Ofsted Framework regarding effective leadership and management.	✓	
Have a good working knowledge and understanding of schools statutory responsibilities regarding the needs and care of pupils with SEN to include pupils on school action, school action plus and pupils with statements of special educational need	✓	
Have an excellent knowledge of effective strategies to include, and meet the needs of, all pupils within in particular those SEN, EAL or Pupil Premium Children at risk of underachieving.	✓	
Have an excellent understanding of positive effective strategies for whole school behaviour management.	✓	
Understand the principle of Racial Equality and Equality of Opportunity and how these may inform whole school policy	✓	
Understand what is involved in the role of Safeguarding including having a good understanding of up to date policy and practice	✓	
Professional Skills and Abilities		
Be an excellent teacher	✓	
Relish challenge and perform efficiently in significant and key leadership role that effects whole school change (and hold colleagues to account)	✓	
Have excellent interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	

Have a willingness to share expertise, skills and knowledge and ability to encourage others to follow suit.	✓	
Model and disseminate excellent practice through coaching and working alongside colleagues.	✓	
Lead whole school INSET	✓	
Be able to work with a range of stakeholders including governors and parents and be accountable for performance and budget expenditure.	✓	
Be able to analyse data relevant to the role.	✓	
Have the ability to manage and report the impact of the relevant budget allocation.	✓	
Have excellent ICT knowledge and be able to demonstrate the effective use of ICT to enhance admin and teaching and learning.	✓	
Be willing and enjoy engaging parents in order to encourage their close involvement in the education of their children	✓	
Have a flexible approach to work who enjoys being a good team member	✓	
Be able to effect whole school change through effective leadership and management	✓	
Have good communication skills both orally and in writing and be able to manage own work load effectively and respond swiftly to tight dead lines	✓	
Have excellent interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
Demonstrate resilience, perseverance and the ability to cope with the pressures of a demanding management position.	✓	
Demonstrate openness and willingness to address and discuss relevant issues, allied with an ability to inspire and challenge others and deal with challenging questions	✓	
To practice equal opportunities in all aspects of the role and around the work place in line with policy	✓	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	
Managing the Organisation/Securing Accountability		
Use a range of tools and evidence, including self-evaluation, performance data, to support, monitor, evaluate and improve aspects of the school, including challenging underperformance.	✓	
Demonstrate the importance of distribution and delegation of leadership responsibilities.	✓	
Safeguarding		
Have up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.	✓	
Display commitment to the protection and safeguarding of children and young people and the ability to follow agreed procedures.	✓	