

M23 Employee Specification Form for the Post of Acting Assistant Headteacher

Attributes	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status. • Evidence of appropriate Continuous Professional Development especially in the field of SEN. 	Additional Qualification in SEN and/or NPQ.	Application
Experience	<ul style="list-style-type: none"> • Proven experience in CLD, ability to demonstrate and share good practice. • Leadership of a significant curriculum area including responsibility for raising standards across the whole school and contributing to self-evaluation and school improvement. • Demonstrate experience of successful line management and staff development • Experience of senior management 	Experience of mentoring ITTs and/or ECTs.	Application Interview Confidential
Knowledge/Skills	<ul style="list-style-type: none"> • An understanding of the role of Assistant Head Teacher as described with the potential to be successful in the role. • Ability to undertake the responsibility of the day to day management of the school, in the absence of the Head/Deputy Head Teacher. • Ability to communicate a vision and inspire others. • Ability to build effective working relationships. • Experience and training related to a significant aspect of subject leadership and management. • Ability to lead and support other staff which impacts on standards and achievements. • Thorough knowledge of how to adapt the curriculum for children with Complex Learning Difficulties. • Understanding of high-quality teaching, and the ability to model this for others and support others to improve. • An understanding of the theory and practice of children's learning styles and appropriate strategies that need to be employed in the delivery of good or outstanding teaching. • The principles of effective assessment for learning and evidence of setting and achieving ambitious and challenging goals and targets. • Ability to take responsibility for improving teaching through self-reflection, responding to advice and feedback from colleagues and appropriate professional development. • Knowledge & experience of Safeguarding and Child Protection issues. 		Application Interview Confidential

Attitudes	<ul style="list-style-type: none"> • Positive attitude to teaching and leadership roles and all aspects of school life. • A commitment to school improvement and to developing own professional skills. • A willingness to take on appropriate delegated tasks relevant to the post. • Be able to show a committed, professional and loyal attitude to the school, openly modelling its aims and values at all times. 		Application Interview Confidential
Other Personal Qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school. • Creative, enthusiastic and proactive, keen to embrace new ideas and challenges. • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times. • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position. 	Commitment to contribute to the wider life of the school.	Application Interview Confidential