**Assistant Headteacher (AHT) Person Specification**

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Essential** | **Desirable** |
| Qualification | * Degree * Qualified Teacher status * Evidence of continuing professional development |  |
| Experience | * Experience across the Secondary age range * Proven record of successful classroom teaching * Proven record of successful experience as a senior leader or Assistant Headteacher * Good ICT skills and knowledge to enhance teaching and learning through the identification, evaluation, adoption, and integration of effective education technology innovations into the curriculum | * Liaison with external agencies |
| Leadership and Management | * Proven leadership and management skills * Demonstrable excellent supervisory, administrative, communication and   interpersonal skills   * Understand the Co-operative values and work effectively as part of the Trust * A clear vision of excellence in Secondary education * A proven ability to raise educational standards and a commitment to high standards of achievement * Understanding of school improvement and basic budget preparation * Understanding of the strategic role of the Governing Body and ability to work effectively with Governors * Ability to delegate, monitor and evaluate information * Evidence of good working relationships with parents and the wider school community * Highly visual in and around the school * Experience of Performance Management of both teaching and support staff * Commitment to the continuing professional development of all staff * Ability to lead by example and inspire others to achieve positive results * Ability to initiate and manage change sensitively in pursuit of strategic objectives * A commitment to the protection and safeguarding of young people and an up to date knowledge of Child Protection procedures | * Project management experience * Knowledge and Understanding of GDPR |
| Knowledge and Skills/Teaching and Learning | * Ability to demonstrate knowledge of current curricular and educational issues/relevant legislation * Clear knowledge and understanding of assessment and monitoring procedures and ability to implement these * Demonstrable knowledge and understanding of education technology and its use across the curriculum * Commitment to inclusion and equality of access to educational provision for all children * Demonstrable knowledge and understanding of safeguarding and Online Safety regulations, principles and resources * An understanding of consistent approaches to behaviour management * Demonstrable knowledge and understanding of productivity software such as office 365 and Gsuite. * Demonstrable knowledge and understanding of education technology associated with CPD, such as LMS, Video based professional learning and social media * The ability to identify user needs (teachers, students, management and administration), analyse, logically organise the information and come up   with a variety of solutions including appropriate training resources.   * Clear understanding of what is effective teaching and learning * A high regard for the personal achievement of each child | * Innovative and creative approach to teaching and learning |
| Personal Qualities | * Strong interpersonal and communication skills * Engage effectively with staff, children and the community * Desire to promote respect between children, staff, parents and governors * A well organised person able to manage time effectively, to delegate, to prioritise and to meet deadlines * Ability to recognise and utilise staff strengths * Ability to build, support, motivate and work as part of a high performing team * Ability to inspire children * Resilient, hardworking and calm in a crisis * Lead by example in extra-curricular activities | * Have a good sense of humour |