**Assistant Headteacher (AHT) Person Specification**

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| **Requirement** | **Essential** | **Desirable**  |
| Qualification | * Degree
* Qualified Teacher status
* Evidence of continuing professional development
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| 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
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| 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
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| 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
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| 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
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