

FOREST HILL SCHOOL

Assistant Headteacher Person Specification

Attribute	Essential	Desirable	How assessed
Education and Qualifications	A good honours degree, PGCE and QTS	Evidence of further professional study e.g. MA, NPQH	Application form At interview References
Relevant experience	<p>A successful record of:</p> <ul style="list-style-type: none"> • contributing to decision-making and leading initiatives • leading teams and participating as a team member • setting high standards to staff and students by personal example • contributing to raising standards in teaching and learning to improve achievement • setting targets for students and monitoring student performance • setting targets for own work, for the work of colleagues and reviewing progress/outcomes • dealing with day-to-day issues while remaining focused on longer-term goals • participating fully in self-evaluation and professional development 	<ul style="list-style-type: none"> • successful experience of Senior Leadership e.g. AHT post-holder • initiating and implementing whole school developments (individually or as part of a team) 	Application form References
Special knowledge and skills	<p>Able to demonstrate s/he can:</p> <ul style="list-style-type: none"> • lead and inspire others • work on their own initiative and be part of a team • see tasks, plans and ideas through to completion • think strategically but have an 'eye for detail' • undertake complex, problem-solving tasks such as data analysis • assimilate information quickly and prepare helpful summaries • research educational literature and present papers • communicate effectively in a wide variety of forms to a range of audiences • a clear vision for the future based on a knowledge of how a school can thrive • use emotional intelligence to manage change effectively • develop links and access resources • use ICT solutions effectively and with confidence 	<ul style="list-style-type: none"> • evidence of the innovative deployment of technology in improving learning outcomes • evidence of co-ordinating effective CPD programmes for colleagues 	Application form At interview References

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Attitudes	<p>Able to demonstrate:</p> <ul style="list-style-type: none"> • they value the education of every student as equally important, with an unswerving desire and commitment to an inclusive ethos and valuing diversity as a strength • a commitment to equal opportunities • a commitment to the principals of restorative approach in behaviour management and the ability to engage in this work • a clear understanding that it is the responsibility of leadership to provide active support and challenge to colleagues • be committed to high quality in all aspects of their work • they understand and practise the principles of change management • a collaborative approach to partnership working • development, planning and implementation experience as an outstanding teacher 	Experience of working with a range of community partners	At interview References
Personal qualities	<ul style="list-style-type: none"> • creative and imaginative • efficient • ambitious • committed to improving standards • an effective lead motivator • good sense of humour • genuine concern for others • decisive, determined and self-confident • integrity, trusted, honest and open • empowers, delegates, develops potential • accessible and approachable • clarifies boundaries, keeps others informed and involves others in decision-making • encourages critical and strategic thinking • intellectual tenacity and resilience • excellent attendance and punctuality 	Enthusiasm for a wide range of extra-curricular activities	At interview References