



Assistant Headteacher – Heatherwood School Person Specification

Prerequisite	Essential
Satisfactory enhanced DBS check and references.	✓

Qualifications and Training	Essential	Desirable
Qualified teacher status	✓	
Post graduate qualification in special educational needs		✓
Recent, relevant in-service training - particularly in relation to teaching, learning and assessment and in relation to leadership and management e.g. NPQML/NPQSL, Careers Leader	✓	
Relevant safeguarding certificate		✓

Experience	Essential	Desirable
Successful teaching in the field of special educational needs	✓	
Experience of organising and leading personalised learning for pupils	✓	
Experience as a current or recently practicing team builder/ leader/ manager	✓	
Experience of working with parents, carers and outside agencies, in partnerships and collaboration to secure achievement, enrichment opportunities and resources for children and young people	✓	
Experience of developing areas of the curriculum	✓	
Experience of pupil assessment and accreditation	✓	
Understanding of augmentative and alternative communication		✓
Experience of being a performance manager		✓
Experience of observing and feeding back to teaching and support staff		✓
Experience of delivering training for others		✓
Experience of implementing transitional pathways between key stages of development and learning		✓
Experience of writing and reviewing EHC Plans		✓
Experience of chairing pupils' annual review meetings		✓

Skills	Essential	Desirable
Able to work as part of the senior leadership team, take responsibility and use initiative	✓	
Excellent written and verbal communication skills	✓	
Highly developed interpersonal skills - able to talk effectively to pupils, parents, governors, external professionals and colleagues.	✓	
Confident in use of IT as a teaching, learning, communication and administrative tool	✓	
Able to read and use data and to use a range of sources of evidence to make judgements and identify next steps	✓	
Able to produce careful, accurate, positive and well written reports, policies, guidance, letters and memos.	✓	
Able to effectively understand pupils' behaviours and communication needs in a positive way and to promote good relationships and good behaviour	✓	

Personal Qualities and Attributes	Essential	Desirable
Creative, warm, engaging and transparent	✓	
Well organised, calm, very positive, confident and assuring	✓	
Able to quickly engage and build appropriate relationships with pupils	✓	
High levels of emotional literacy	✓	
Able to lead, encourage, inspire and motivate staff	✓	
Dependable and reliable, with an excellent record of attendance	✓	
Willing to go the extra mile, have high levels of stamina, energy and determination	✓	
Flexible, able to respond quickly to changes and think on your feet	✓	