

support for all staff	✓		I
• Ability to provide a cycle of regular meetings with different groups of staff appropriate to the effective management of the school	✓		I/R
• Ability to contribute to and share quality practice with the TA's, teachers and team.	✓		AF/I/R
• Demonstrate ability to work sensitively and effectively with parents/carers as agreed.	✓		AF/I/R
• Ability to advise and inform the Trust / Governors on all relevant matters	✓		AF/I/R
• To attend and provide written reports for meetings of the Trust and Governing Body		✓	I
• Make presentations about school matters to a variety of audiences as required		✓	I
• Develop and maintain relationships with other schools and agencies and community groups.		✓	I
• Develop and maintain relationships with local external curriculum providers with whom the school works closely.		✓	I
• Ability to arrange for the effective promotion of the school		✓	I
• Be pro-active in the development of building the school's ethos		✓	I
• Ensure full and appropriate pastoral support for students		✓	I
• Manage and play a key role in developing and maintaining students personal development.		✓	I
• To deliver first class teaching opportunities.	✓		AF/I
• Extend links with organisations and businesses to enrich and enhance provision	✓		AF/I
• Support and encourage students and staff in a wide range of extra-curricular activities and study support	✓	✓	AF/I
• Promote equal opportunity in all aspects of school life	✓		AF/I
• interpersonal skills - for building relationships/partnerships with parents, teachers, and external professionals	✓	✓	AF/I
			AF/I
Personal Qualities and Attributes			
• Excellent interpersonal skills with the ability to enthuse, inspire and motivate others	✓		I
• Clear vision, ambition and drive	✓		I
• Child-centred and commitment to raising achievement	✓		I
• Self-reflective practitioner	✓		I
• Good time management, personal organisation skills and ability to prioritise	✓		I
• Ability to work under pressure and remain positive and enthusiastic	✓		I
• Open and approachable	✓		I/R
• Conscientious, honest and reliable	✓		I/R
• Capacity to make dynamic risk assessments and remain calm in challenging circumstances	✓		I/R
• Energy, enthusiasm, adaptability, creativity and a good sense of humour.	✓		I/R
• Smart professional appearance that adheres to the staff code of conduct.	✓		AF/I/R
• The ability to form positive relationships with children and young people, parents, carers, a range of professionals and the wider community.	✓		AF/I
• Effective ICT skills.	✓		
• written communication skills - for writing learning and support plans, reports on pupil progress, and training and guidance for staff	✓		
• empathy and emotional intelligence, for recognising and	✓		

responding sensitively to, the needs of pupils and parents			
Safeguarding <ul style="list-style-type: none"> • Suitability to work with, and ability to form and maintain appropriate relationships and personal boundaries with children • A commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults • An understanding of and commitment to equal opportunities issues both within the work place and the community in general • A criminal record check at and enhanced level • Exempt from the rehabilitation of Offenders Act, 1974 (All spent convictions to be declared) 	✓ ✓ ✓ ✓ ✓		I/R AF/I/R AF/I DBS AF
Physical requirements <ul style="list-style-type: none"> • No serious health problems which is likely to impact upon job performance; (that is, one that cannot be accommodated by reasonable adjustments) • Good sickness/attendance record in current/previous employment, college or school as appropriate, (not including absences resulting from disability) 	✓ ✓		I/R I/R

Key: AF – Application Form I – Interview R – Reference

This specification has been prepared in accordance with the requirements of the Equal Opportunities in Employment Policy. We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

In the event of a large number of applicants meeting the essential criteria, desirable criteria or occupational testing may be used as a further shortlisting tool. Disabled applicants who meet the essential shortlisting criteria will be guaranteed an interview.