

	<b><u>ASSOCIATE HEAD TEACHER EMPLOYEE SPECIFICATION</u></b>
	<b>CANDIDATES INITIALS:</b>
	<b>EXPERIENCE</b>
<b>ESSENTIAL</b>	Successful involvement in elements of senior management in the primary/secondary or special school phase
	Involvement in strategic planning
	Experience of school improvement and raising standards
	Delivering the government's agendas
	Evidence of challenging poor performance
	Involvement in the SDP
	Evidence of excellence in the leadership and management of a curriculum area
	Evidence demonstrating Improvement and team development
	Experience of managing cultural challenges and managing a changing educational landscape
<b>DESIRABLE</b>	Successful liaison with the local community
	Mainstream and SEND experience
	Building and maintaining effective relationships with parents and community that enhances the education of all pupils
	Leadership experience of 2 years +
	Development of assessment systems demonstrating program and attainment
	<b>EDUCATION, TRAINING AND QUALIFICATIONS</b>
<b>ESSENTIAL</b>	Qualified teacher status
	Recent and relevant short courses undertaken
<b>DESIRABLE</b>	Degree/Post Grad Diploma/Masters
	Post-qualification award-bearing INSET
	Recent and relevant training and development in leadership and management
	Designated system leader
	<b>KNOWLEDGE AND SKILLS</b>
<b>ESSENTIAL</b>	Models of effective learning and teaching
	Models of behaviour and attendance management
	Knowledge of whole school curriculum 3– 19 years
	Experience of working with a range of learning needs
	Ability to develop and lead assessment and moderation procedures across the age and ability range of the whole school
	Proven skills of; teaching; strategic planning and management
	Well developed interpersonal and communication skills (including written, oral and ICT).
	Ability to monitor the quality of teaching and learning
	To deliver the principles and practices of effective teaching and learning
	Organisation and delivery of staff development
<b>DESIRABLE</b>	Models of organisations and principles of organisational development
	The work of other agencies and opportunities for collaboration
	Strategies to promote individual and team development including HR policy and processes within the system
	Collaborative working and networking with others within and beyond the school

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<b>CANDIDATES INITIALS:</b>	
	Partnership working to secure the commitment of the wider community
	Leadership skills which will inspire and motivate
	The delivery (use and impact) of new technologies to support teaching and learning. Utilisation of research evidence to support teaching and learning
	Understanding the role of the governing body in school leadership
<b>LEADERSHIP AND MANAGEMENT</b>	
<b>ESSENTIAL</b>	Successful involvement in school improvement strategies
	Knowledge and understanding of current educational priorities and developments, to include; raising attainment, data analysis, target-setting; performance management
	Understanding of the role of an Associate Headteacher
	National curriculum planning, implementation and evaluation to include Literacy and Numeracy
	School development planning
	Successful management of strategies for monitoring; the quality of teaching and learning; pupil outcomes; quality of provision
	Demonstrate the principles and practice of effective teaching/training
<b>DESIRABLE</b>	Awareness of staff development processes; personnel issues; health and safety issues
	Working with, and understanding the role of School Governors/Sub Committees
	Vision for change, creativity and innovation
	Clear vision and philosophy to take the school forward in a range of compelling ways. Developed philosophy to include Inclusion, Pupil Management, Behaviour, School Improvement, Diversity and Partnership working
	Principles and practice of School Self Evaluation, combining the outcomes of regular school self reviews with external evaluations in order to develop the school
	Practices/issues relating to SEN and Child Protection – Safeguarding standards
<b>PERSONAL/SOCIAL</b>	
<b>ESSENTIAL</b>	Evidence of good interpersonal and organisational skills within a range of situations
	Demonstrated ability to work with lead and inspire others
	Awareness and willingness to lead initiatives with the wider school community
	Emotional resilience in working with challenging behaviours; and, attitudes to use authority and maintaining discipline
<b>DESIRABLE</b>	Willing to undertake extra-curricular activities and to support those undertaken by colleagues
	Awareness of and willingness to work with wider school community