


Mrs M Lewis – Executive Headteacher

Mrs K Law – Head of School

Web: [chiltonprimary.co.uk](http://chiltonprimary.co.uk)

 @chiltonprimaryschool

 @chiltonramsgate



Chilton Lane

Ramsgate

Kent

CT11 0LQ

Tel: 01843 597695

## PERSON SPECIFICATION FOR ASSISTANT HEADTEACHER: INCLUSION & BEHAVIOUR LEAD

| ESSENTIAL   | DESIRABLE   |
|---|---|
| <b>Qualifications and Training</b>  |   |
| <ul style="list-style-type: none"> <li>Qualified Teacher Status</li> <li>Experience at Middle Leadership level for minimum of 2 years</li> </ul>  | <ul style="list-style-type: none"> <li>Evidence of recent professional development relevant to the post</li> <li>National award for SEN Co-ordination (not essential but a willingness to train for this is)</li> </ul>   |
| <b>Knowledge and Experience</b>   |   |
| <ul style="list-style-type: none"> <li>Detailed knowledge of the Primary Curriculum</li> <li>Involvement in the implementation of whole school initiatives focused on both learning and behaviour</li> <li>Sound understanding of assessment, recording and reporting                             <ul style="list-style-type: none"> <li>Successful experience as Team Leader / Curriculum Leader in the primary phase</li> </ul> </li> <li>Experience in managing challenging behaviour related to AEN and supporting colleagues with this</li> </ul>  | <ul style="list-style-type: none"> <li>Knowledge of the SEN code of practice</li> <li>Knowledge of current behaviour for learning research                             <ul style="list-style-type: none"> <li>Good understanding of other current educational issues, particularly in relation to the post</li> </ul> </li> <li>Have provided regular coaching or mentoring</li> <li>Experience of effectively managing staff, ensuring effective use of resources</li> <li>Ability to provide clear direction when leading annual reviews                             <ul style="list-style-type: none"> <li>Understanding of THRIVE practice</li> </ul> </li> </ul> |
| <b>Skills and Abilities</b>   |   |
| <ul style="list-style-type: none"> <li>Excellent communication skills and the ability to set and communicate a clear vision</li> <li>Evidence of outstanding classroom practice</li> <li>Ability to recognise strengths and areas for improvement (and address appropriately) in themselves and others</li> <li>Ability to give clear and positive leadership and to work as part of a team                             <ul style="list-style-type: none"> <li>Good interpersonal skills</li> </ul> </li> <li>Evidence of excellent behaviour management strategies</li> <li>Good organisational and time management skills</li> <li>Ability to embrace new initiatives and to manage change effectively</li> </ul> | <ul style="list-style-type: none"> <li>Confident user of ICT</li> <li>Commitment to extra curricular activities</li> </ul>  |
| <b>Personal Qualities</b>   |   |
| <ul style="list-style-type: none"> <li>Enthusiastic</li> <li>Sense of humour</li> </ul>   |   |

## 'One Childhood One Chance'

Chilton Primary School, Ramsgate Arts Primary School and Upton Junior School are operated by Viking Academy Trust which is a charitable company limited by guarantee and registered in England and Wales with company number 09449979. The Registered Office is at Chilton Primary School, Chilton Lane, Ramsgate, Kent, CT11 0LQ. Viking Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• A firm commitment to the principles of <b>INCLUSIVE</b> education</li> <li>• Ability to maintain and develop good, sensitive personal relationships with children; parents, staff governors and the wider community <ul style="list-style-type: none"> <li>• High expectation of themselves</li> </ul> </li> <li>• A commitment to high standards of pupil achievement (learning and behaviour) <ul style="list-style-type: none"> <li>• Positive, caring attitude</li> </ul> </li> <li>• Confidential and professional at all times</li> <li>• Ability to give and receive constructive criticism <ul style="list-style-type: none"> <li>• Flexibility</li> <li>• Resilience</li> </ul> </li> <li>• Clear idea of own career development</li> </ul> |  |
|---|--|

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