

Caldecott Foundation

Person Specification

Assistant Head of School

All essential criteria to be identified by application form and interview.

| Attributes | Relevant Criteria | Essential / Desirable |
|--|---|-----------------------|
| Education and training, and specialist knowledge | A minimum of 3 years higher education with qualification at degree level or equivalent | Essential |
| Willingness to participate in continual professional development | A UK registered teaching qualification such as a PGCE or Certificate in education | Essential |
| | Other qualifications demonstrating continuing professional development, e.g. M.Ed., diplomas in education, NPQH, etc. or commitment to completion of NPQH | Desirable |
| Relevant Experience | A minimum of five years successful experience of teaching. | Essential |
| | Experience of successful management at senior management level and contribution to problem solving initiatives and School Improvement planning. | Essential |
| | Experience of working successfully with pupils exhibiting very challenging social, emotional and mental health needs. | Essential |
| | An understanding of the opportunities and challenges of multi-professional, inter-agency working and issues relating to inclusion | Desirable |
| Skills and Abilities | Ability to lead and manage other teaching and non-teaching staff to motivate, engage and successfully teach pupils exhibiting very challenging behaviour. | Essential |
| | Knowledge of and the ability to plan strategic developments which support the delivery of DfE statutory guidance and the Ofsted framework. | Essential |

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| | To be a lead in the area of Teaching & Learning to effectively review, monitor and develop a robust process to continually increase standards and ensure positive outcomes for young people and to have a secure understanding of the requirement of Ofsted. | Desirable |
| | Ability to deploy a range of strategies for managing and leading individuals and staff teams; to show empathy and sensitivity in managing conflicts with a commitment to maintaining effective, professional and positive staff and parent relations. | Essential |
| | To quality assure and evidence a robust and effective system of assessment, monitoring, evaluation and review | Essential |
| | The ability to lead and support behaviour management amongst a team of teachers and teaching assistants. | Essential |
| | The ability to assess, monitor and evaluate professional staff through the Caldecott Foundation processes of supervision and performance management. | Essential |
| | The ability or potential to work in an integrated way across education, care and health. | Desirable |
| | High calibre interpersonal skills with ability to empathise, negotiate and communicate effectively with pupils, staff and parents, the community, outside agencies and internal multi-disciplinary teams. | Essential |

October 2012
Reviewed July 2013 and April 2025