

**ASSISTANT DIRECTOR KEY STAGE3/4
CRITERIA FOR APPOINTMENT/PERSON SPECIFICATION**

TRAINING AND QUALIFICATIONS

	Essential or Desirable	
Qualifies teacher status.	E	
Degree.	E	
Relevant post-graduate qualification.	D	
Current CPD linked to current role.	E	
Professional development or training undertaken in preparation for junior or middle leadership post.	D	

EXPERIENCE OF TEACHING and LEARNING

	Essential or Desirable	
Evidence of successful classroom teaching.	E	
Minimum of two years classroom teacher experience with Good/Outstanding learning outcomes for students.	D	

PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

The successful candidate will be able to demonstrate skill, knowledge and understanding in the areas listed below

	Essential or Desirable	
<ul style="list-style-type: none"> A clear vision regarding delivery of this role. Knowledge and understanding of current educational issues, including national policies, priorities and legislation and any implications of these for the particular role. Strategies for strengthening links with the wider community through partnership working linked to this role. 	E E D	

The process of strategic planning for school improvement <ul style="list-style-type: none"> The principles and practice of effective school self-evaluation including data analysis. The principles and practice of effective teaching, learning and assessment. Strategies to promote and sustain individual and team professional development 	E	
	E	
	D	
<ul style="list-style-type: none"> Understanding of the distinctive ethos of the school. 	D	

PERSONAL AND PROFESSIONAL QUALITIES AND ATTRIBUTES

The successful candidate will be able to provide evidence of personal capacity to:

	Essential or Desirable	
communicate effectively to a range of audiences and in a range of media;	E	
<ul style="list-style-type: none"> build and maintain effective relationships; prioritise, plan and organise themselves and others; seek and take account of the views of others; develop effective teamwork; 	E	
and convey personal enthusiasm, commitment, resilience and drive.	E	

APPLICATION FORM AND LETTER

	Essential or Desirable	
Application form to be completed in full and legible.	E	
Supporting statement to be clear, concise and related to the specific post and appointment criteria (<i>two sides of A4; font 12; portrait</i>)	E	

CONFIDENTIAL REFERENCES AND REPORTS

A positive recommendation from current employer or Head Teacher.	E	
A second professional reference.	E	

