



Holmer Green Senior School is committed to the welfare and safeguarding of all its students and therefore all appointments are made subject to satisfactory Enhanced DBS, qualification and pre-employment checks.

As part of the safer recruitment process, we will carry out an online search (including social media) as part of our due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.

Assistant Headteacher – Attendance and Safeguarding

Person Specification

Specification	Essential	Desirable
Safeguarding	<ul style="list-style-type: none">• Commitment to the safeguarding and well-being of all students and the ability to follow all school policy and procedures• Up-to-date understanding of contemporary issues relating to education	<ul style="list-style-type: none">• Previous use of CPOMS• Reporting on safeguarding trends to different stakeholders
Qualifications	<ul style="list-style-type: none">• Degree or equivalent in subject area• Qualified Teacher Status• Teaching degree or equivalent (BA, Bed, PGCE etc)• Evidence of recent professional development, including DSL	<ul style="list-style-type: none">• Further professional qualifications, e.g. NPQ, MA, etc.• Advanced DSL training• Relevant behaviour, safeguarding training
Knowledge, and Experience	<ul style="list-style-type: none">• Experience of improving attendance and safeguarding trends• Awareness of inclusion, SEND, literacy and numeracy issues• Excellent subject knowledge• Excellent behaviour management skills	<ul style="list-style-type: none">• Experience of whole-school leadership• Impact of improving attendance figures• Experience of Safeguarding reviews
Skills/Abilities	<ul style="list-style-type: none">• Good leadership skills• Ability to deal with challenging behaviour• Ability to motivate and encourage students• Ability to coach and motivate professionals, individually and in groups, to achieve individual and collective targets• Ability to develop and implement strategies to enhance and sustain whole school initiatives• Ability to set clear targets, track and manage progress and develop strategies to achieve desired outcomes• The diplomatic and PR skills to deal with complex and difficult situations involving any school stakeholder	<ul style="list-style-type: none">• Experience of instructional coaching• A good working knowledge of Microsoft Office

	<ul style="list-style-type: none"> • Good judgement of people and situations 	
Personal Qualities	<ul style="list-style-type: none"> • A passionate belief in the school's mission • A strong commitment to our values of: "Work Hard", "Be Kind" and "Have Passion" • Good communication skills • Calm, patient and an appreciation of a sense of humour • Team player • Flexible attitude • Proactive • Motivated • Well organized • Follow the 7 Nolan principles of public office 	<ul style="list-style-type: none"> • Desire to seek continual improvement