## Kirkby High School

## Personal specification - Assistant Headteacher

### Personal qualities

**Individual excellence** - ability to achieve results by working effectively with others in various circumstances.

**1. Interpersonal skills** - is warm and easy to approach; builds constructive and effective relationships; uses diplomacy and tact to diffuse tense situations; has a style and charm that immediately puts others at ease and disarms hostility.

**Measure**

Interview

**2. Empowering others** - creates a climate in which people want to do their best; can assess each person's strengths and use them to get the best out of him or her; promotes confidence and optimistic attitudes; is someone people like working for and with.

**Measure**

Application letter, interview, presentation

**3. Effective and Strategic influencing** - communicates a compelling and inspired vision or sense of core purpose; makes the vision sharable by everyone; can inspire and motivate entire units or organisations.

**Measure**

Application letter, reference

**4. Personal Integrity** - is widely trusted; is seen as a direct, truthful individual; presents truthful information in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent himself or herself for personal gain.

**Measure**

Reference

**5. Personal learning and development** - is dedicated to continuous learning and self improvement and aggressively undertakes activities to enrich intellect, to build new skills, and to hone existing skills.

**Measure**

Interview

**6. Valuing diversity** - manages all kinds and classes of people equitably; supports equal and fair treatment and opportunity for all; fosters a climate of inclusion, where diverse thoughts are freely shared and integrated.

**Measure**

Application letter, interview, presentation, reference

### Setting direction

**Strategic skills** - an array of skills used to accomplish, focused, longer-term goals.

**1. Functional Technical skill** - possesses required functional and technical knowledge and skills to do his or her job at a high level of accomplishment; demonstrates active interest and ability to enhance and apply new functional skills.

**Measure**

Application letter, reference, presentation

**2. Decision quality and problem solving** - uses analysis, wisdom, experience, and logical methods to make good decisions and to solve difficult problems with effective solutions; appropriately incorporates multiple inputs to establish shared ownership and effective action.

**Measure**

Interview, reference

**3. Creativity** - pursues new methods and solutions, thinks outside the box, connects disparate ideas, is unafraid to use unorthodox methods.

**Measure**

Application letter, reference, presentation

**Results** - an emphasis on goal-oriented action

**4. Drive for results** - pursues everything with energy, drive and a need to finish; does not give up before finishing, even in the face of resistance or setback; steadfastly pushes self and others for results.

**Measure**

Application letter, reference, interview, presentation

### Delivering the service

**Operating skills** - an array of skills used for daily management of tasks and relationships

**1. Leading change through people** - establishes clear directions; sets stretching goals, and assigns responsibilities that bring out the best in people; establishes a good work plan and distributes the workload

**Measure**

Application letter, reference, interview

**2. Managing and measuring work**- clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results; designs feedback loops into work.

**Measure**

Interview, reference

**3. Seizing the future** - spends his or her time and the time of others on what's important; focuses on the critical few and puts the trivial aside; can quickly sense what will help or hinder the accomplishment of a goal.

**Measure**

Reference, presentation

**Courage** - ability to speak directly, honestly, and with respect in difficult situations.

**4. Holding to account** - tactfully dispenses direct and actionable feedback; is open and direct with others without being intimidating; deals head-on with people problems and prickly situations.

**Measure**

Application letter, reference, interview, presentation.