

Pickwick Academy Trust



Person Specification

Assistant Headteacher KS2

The following outlines the key skills and experience required for this position. The selection panel will assess each applicant against the criteria listed below, expecting candidates to demonstrate knowledge and understanding (and where appropriate impact) in the school context.

KEY: E = Essential D = Desirable

Attributes	Criteria	Requirement
Qualifications and Professional Development	Qualified Teacher Status Evidence of recent and relevant professional development Additional qualification(s) e.g. Masters Degree / NCSL Middle Leaders Safeguarding/Child Protection qualification Up to date knowledge and training of KCSiE 2025	E E D D E
Professional Experience	Leadership experience in a mainstream primary setting Proven track record of good/outstanding teaching Proven ability to successfully lead the professional development of others Experience in leading teams Experience of effective use of School Management Information Systems (e.g. Integris, Insight Tracker) for pupil records and tracking	E E E E

	<p>Excellent management of pastoral care and pupils' behaviour</p> <p>Passion and commitment to promoting inclusion and progress for all groups of children</p> <p>Knowledge of KS1/KS2 curriculum</p>	E E E E
Leadership	<p>A proven impact on outcomes for all groups of learners</p> <p>Experience of leading by example. Passionate about school improvement and shares the vision of the School and Trust</p> <p>Experience of carrying out staff appraisal reviews to impact on improving practice (or mentoring ECTs and trainee teachers)</p> <p>Proven positive impact of leading whole school initiatives to improve outcomes</p> <p>Ability to combine a focus on raising outcomes alongside pupils and staff well-being</p> <p>Ability to handle challenging situations appropriately and resolve issues</p> <p>Experience of conducting training/leading INSET</p> <p>Experience in monitoring of teaching and learning</p> <p>A willingness to share expertise and CPD across the Trust</p>	E E D E E E D D E
Teaching and Learning	<p>High-level understanding of how children learn and of effective approaches to teaching and learning</p> <p>Experience of monitoring and evaluation to improve teaching and learning</p> <p>Evidence of reviewing data and targets to monitor progress in pupils' learning</p> <p>Knowledge of current major educational issues</p>	E E E E
Community	<p>Experience of working successfully in partnership with parents and ensuring that all parents are:</p> <ul style="list-style-type: none"> well informed about the curriculum, pupil attainment and progress 	E

	<ul style="list-style-type: none"> • clear about the contribution that they can make to support their children's education & learning <p>Actively utilise the resources within school, the Trust and local communities to enhance learning opportunities</p>	E
Safeguarding and Equal Opportunities	<p>Evidence of a commitment to the welfare of children and safeguarding</p> <p>Commitment to equal opportunities</p>	E E
Personal Management Skills	<p>Prioritise tasks and manage time/work pressures efficiently and effectively</p> <p>Efficient computing skills</p> <p>Manage work/life balance and pursue other interests</p>	E E E
Personal Attributes	<p>Demonstrate emotional literacy with excellent interpersonal skills</p> <p>Effective communicator – verbal & written</p> <p>Ability to inspire, challenge and enable others</p> <p>Demonstrates commitment, reliability and integrity</p> <p>Ambitious to progress their career further in school leadership</p> <p>Ability to build effective working relationships which inspires trust and confidence</p> <p>Commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</p> <p>Positive, enthusiastic, approachable, confident and articulate</p> <p>Independent and resilient</p>	E E E E E E E E E E E E

If you are shortlisted for this position the interviewing panel will be asking you questions based on the job description and person specification in order to ascertain your suitability for the post. The interview panel will also explore issues relating to safeguarding and promoting the welfare of children including:

- Your motivation to work with children.
- Your ability to form and maintain appropriate relationships and personal boundaries with children.
- Emotional resilience in working with children with a range of difficulties.

We will also be seeking references before your interview; any relevant issues that are raised by your referee will be taken up during the interview.

The interview process will include a range of tasks that will demonstrate the leadership skills, knowledge and understanding required for the role.

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2022.

Pickwick Academy Trust is committed to equality of opportunity for all. Our aim is to ensure that no applicant or employee is discriminated against or is disadvantaged by policies, procedures, conditions or requirements. We have a caring and supportive environment where wellbeing is a key priority – flexible working requests will be considered.