



Willow Grove Primary School

Assistant Headteacher (Behaviour Attendance & Safeguarding) Person Specification

Qualifications			
	Essential/ Desirable	Application	Interview
Qualified Teacher Status	E	✓	
Postgraduate level qualification	D	✓	
NPQSL qualification or willingness to study for NPQSL (or equivalent)	D	✓	
Evidence of continuing professional development	E	✓	✓
Designated Safeguarding Lead (DSL) Level 3	E	✓	✓
Experience			
	Essential/ Desirable	Application	Interview
Successful experience of leading one or more teams	E	✓	✓
Substantial, successful teaching experience	E	✓	✓
Successful experience in a leadership and management role with proven impact in a primary school	E	✓	✓
Teaching experience across the key stages	D	✓	
Experience of teaching in more than one school	D	✓	
Experience as a senior leader	D	✓	
Attendance Management			
	Essential/ Desirable	Application	Interview
Evidence of successful strategies for implementing, monitoring and evaluation of attendance.	E	✓	✓
Experience of analysing attendance data to identify trends and patterns for improvement alongside statutory requirements.	E	✓	✓
Leading and Managing Staff			
	Essential/ Desirable	Application	Interview
Experience of working and leading staff teams	E	✓	✓
Experience of providing guidance and support to all staff regarding safeguarding and attendance matters.	E	✓	✓
Experience of supporting the Headteacher/SLT in monitoring and evaluating learning across the school.	E	✓	✓
Leadership of middle management	E	✓	✓
Pupil Support & Welfare			
	Essential/ Desirable	Application	Interview

Understanding of and commitment to promoting and safeguarding the welfare of pupils	E	✓	✓
To take lead responsibility for all aspects of safeguarding across the school. To be responsible for ensuring the strongest culture of safeguarding across the school, acting as the Designated Safeguarding Lead. To lead on all Child Protection matters	E	✓	✓
Experience of leading training and awareness initiatives for staff on safeguarding	E	✓	✓
Experience of managing Early Help/Child in Need and Child Protection cases effectively	E	✓	✓
Experience and understanding of how to improve and sustain an effective behaviour policy	D	✓	
Reporting and Evaluation			
	Essential/ Desirable	Application	Interview
Effective written and oral communication	E	✓	✓
Evidence of contribution to the school development and self-evaluation processes in line with School/Trust Strategies	E	✓	✓
Evidence of providing comprehensive reports to the SLT Team and Governing body	E	✓	✓

Key Stakeholder Relationships			
	Essential/ Desirable	Application	Interview
Experience of working with Governors to enable them to fulfil whole school responsibilities	E	✓	✓
Experience of working with multi agency teams within the Local Authority	E	✓	✓
Experience of working with the Local Authority Educational Welfare Service	E	✓	✓
Experience of dealing with parents/carers/pupils within school and the local community	E	✓	✓
Skills, Qualities and Abilities			
<ul style="list-style-type: none"> • Ability to build and maintain good relationships • High quality teaching skills • Committed to inclusion • Support the school values and ethos • High expectations of pupils' learning and attainment • Strong commitment to school improvement and raising achievement for all • Ability to remain positive and enthusiastic when working under pressure • Ability to organise work, prioritise tasks, make decisions and manage time effectively • Empathy with children and adults 			



- Good judgement
- Energy and enthusiasm
- Good communication skills
- Good interpersonal skills
- Integrity and loyalty
- Stamina and resilience
- Effective ICT skills
- Contribute to the wider school community