



## **Assistant Headteacher**

### **Person Specification**

E = Essential D = Desirable

Note to Applicants: You should provide a high quality, concise letter of application which addresses the following criteria. To be short listed candidates will initially be judged on how well they address the criteria listed as essential. Desirable criteria will be considered if there are a large number of applicants. The end column indicates how the criteria will be identified; Application Form, (A) Letter of Application, (L) Interview (I) and /or References (R)

		Essential	Desirable	How Identified?
<b>1</b>	<b>Qualifications and Training</b>			
1.1	Qualified Teacher Status	E		A
1.2	Evidence of relevant professional development	E		A
1.3	Evidence of other professional qualifications		D	A
1.4	Evidence of leadership training e.g. NPQSL, Aspiring to Headship Programme or other relevant leadership training	E		A
<b>2</b>	<b>Experience</b>			
2.1	Significant and recent leadership and management experience e.g. as an Acting Headteacher within the Multi Academy Trust	E		A
2.2	Experience of strategic leadership and management e.g. curriculum, assessment, core subject development, ECT mentor processes etc	E		A/L/I
2.3	Experience of monitoring, evaluating and developing the quality of teaching and learning.	E		L/I
2.4	Experience as an excellent classroom practitioner with significant teaching experience within the primary age range	E		A/L
2.5	Proven ability to demonstrate good primary practice, positive behaviour management and act as a role model for colleagues	E		A/L/I
2.6	Knowledge and experience of assessment and target setting strategies to raise standards and meet the individual needs of the learner.	E		A/L/I
2.7	Knowledge and experience of data analysis and its use in school self-evaluation and improvement.	E		A/L/I
2.8	Experience in curriculum leadership, development and planning.	E		L/I

2.9	Experience of leading meetings and staff training & development.	E		L/I
2.10	Experience as a reviewer under performance management arrangements.	E		L/I
<b>3</b>	<b>Qualities &amp; Knowledge</b>			
3.1	Demonstrate the school's vision and values in everyday working practice and positively promote the school's distinctive community school identity.	E		L/I
3.2	Commitment to reinforce and enhance links with the local community.	E		L/I
3.3	A clear understanding of how pupils learn and what constitutes an effective learning environment.	E		L/I
3.4	Knowledge of current educational issues and developments.	E		L/I
3.5	Knowledge of effective assessment procedures and strategies and how to use data to plan for individual pupil needs and to make decisions about school improvement.	E		L/I
3.6	Knowledge of school self-evaluation procedures and strategies.	E		I/L
3.7	Knowledge and understanding of GDPR and its role in primary education settings		D	A
<b>4</b>	<b>Skills and Abilities</b>			
4.1	Ability to lead learning making good use of modelling, coaching and mentoring.	E		L/I
4.2	Ability to plan, coordinate and evaluate teaching and the curriculum.	E		L/I
4.3	Effective interpersonal and communication skills.	E		
4.4	Effective user of ICT.	E		L/I
4.5	Ability to develop and sustain a positive home/school partnership with parents/carers.	E		L/I
4.6	Ability to share, communicate and develop aspects of good practice.	E		L/I

4.7	Ability to promote, participate in and lead teacher learning and development.	E		L/I
4.8	Ability to work effectively with the Headteacher, leadership team, colleagues and governors demonstrating a commitment to collective responsibility.	E		L/I
<b>5</b>	<b>Accountability</b>			
5.1	Ability to lead and take responsibility for the school in the Headteacher's absence	E		I
5.2	Work collaboratively within the Multi Academy Trust and with other schools, agencies and the wider community to enrich the learning experiences and attainment of all pupils.	E		L/I
5.3	Make decisions, act on own initiative, set clear objectives, prioritise actions and complete scheduled tasks.		D	L/I
5.3	Good organisational and time management skills.	E		L/I
5.4	Reflect on, review and adapt own leadership practice.	E		L
5.5	Be creative and imaginative in providing solutions to problems.	E		L
5.6	Take responsibility for other aspects of whole school leadership as negotiated with the Headteacher	E		L/I
<b>7</b>	<b>Safeguarding Children</b>			
7.1	Knowledge, understanding, experience of and commitment to Child Protection, safer recruitment and safeguarding policies and procedures, embedding a positive culture of safeguarding across school	E		L/I/R
7.2	Ability to form and maintain appropriate relationships and personal boundaries with pupils	E		I/R
7.3	Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	E		A/I
7.4	Fully supportive references	E		R
<b>6</b>	<b>Additional Factors</b>			

6.1	Demonstrable passion and enthusiasm for teaching and learning.	E		L/I
6.2	Energy, drive, humour and vision.	E		L/I
6.3	Flexibility, tolerance, warmth and approachability with a positive commitment to managing change	E		L/I
6.4	Interest in broadening and developing the range of enrichment and extra-curricular activities.	E		L