



# Central Co-operative Learning Trust

## Person Specification for the post of Assistant Headteacher

**Prepared By:** The Governing Body and CCLT Trust

**Date:** September 2025

Listed below are the requirements that the governors consider to be necessary in undertaking the role of Assistant Headteacher.

Attributes	Requirements	Essential/ Desirable	Measurement
Qualifications	<ul style="list-style-type: none"> <li>Qualified Teacher Status</li> <li>Honours Degree or equivalent</li> <li>Recent and relevant ongoing CPD</li> <li>NPQ or further qualification</li> </ul>	Essential Essential Essential Desirable	APP APP APP F/I APP
Experience	<ul style="list-style-type: none"> <li>Recent and relevant experience as a leader</li> <li>A proven track record of raising achievement through successful leadership</li> <li>Coaching and mentoring colleagues</li> </ul>	Essential  Essential  Desirable  Desirable	APP F/I LOA  APP F/I LOA  APP F/I LOA  APP F/I LOA
Knowledge and Understanding	<p>Knowledge and understanding of current issues and best practice including:</p> <ul style="list-style-type: none"> <li>Safeguarding children and young people</li> <li>What constitutes a good and outstanding school</li> <li>Teaching pedagogy, curriculum and research</li> <li>The process of strategic planning and school self-evaluation</li> <li>Ways to communicate and translate a shared vision into practice</li> <li>Leading the management of change</li> <li>Comparative data and performance indicators to establish benchmarks and set targets for improvements</li> <li>Principles of effective teaching and assessment for learning</li> </ul>	Essential Essential  Desirable Essential  Essential  Essential Essential Essential	APP F/I/ LOA ASS APP F/I/ LOA ASS  APP F/I/ LOA ASS APP F/I/ LOA ASS  APP F/I/ LOA ASS  APP F/I/ LOA ASS APP F/I/ LOA ASS APP F/I/ LOA ASS



MEASURED BY KEY:

APP = Application form

LOA = Letter of Application

ASS = Assessment activities

F/I = Formal Interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children.

*If a candidate is short-listed any relevant issue arising from references will be taken up at interview. Please be aware that social media checks will be carried out on short-listed candidates.*