



Sudbury Primary School

Acting Assistant Headteacher & Phase Leader

Person Specification

Qualifications and Training	Essential
Education	1. Qualified teacher status. 2. Evidence of continual professional development (including Safeguarding training).
Experience	Essential
Leadership and management responsibility	3. Evidence and impact of being an effective middle leader. 4. Evidence and impact of leading and managing an aspect of school development, e.g. curriculum leadership, performance management, monitoring and evaluation. 5. At least 4 years substantial and current experience of teaching within the Primary age range 3-11 years.
Teaching	Desirable: Experience of teaching more than one Key Stage. Exemplary classroom practitioner.
Skills and qualities	Essential
Leadership	6. Evidence of the impact of your ability to think strategically and lead, motivate and inspire pupils and staff. 7. Evidence of the impact of your ability to use assessment, recording and reporting procedures including data analysis to raise standards and accelerate progress. 8. Evidence of the impact of your ability to evaluate the quality of learning and teaching and examples of taking effective action to bring about improvements.
Relationships	9. Evidence of the impact of your ability to establish and develop positive relationships with all those involved in the school. 10. Evidence of the impact of your ability to develop parental support and to involve parents and the wider community in the day-to-day life of the school.
Personal, interpersonal and communication skills	11. Evidence of your impact on your ability to relate well to children, to know and treat each child as an individual. 12. Evidence of the impact of your ability to prioritise and manage own time effectively and be resilient under pressure. 13. Evidence of your ability to communicate to staff, parents/carers and governors and the wider community effectively in writing and orally. 14. Evidence of the impact of your ability to deal sensitively with people and resolve conflicts. 15. Enthusiastic, flexible and approachable.
Attitudes	Essential
Education philosophy	16. Committed to always putting the children first. 17. Committed to raising achievement through partnerships with parents and Education Services.
Equal opportunities	18. A strong knowledge of, and commitment to, inclusion and equality of opportunity.
Safeguarding	19. Committed to safeguarding and promoting the welfare of children and expecting all staff to share this commitment.