

First Federation Trust
ASSISTANT HEAD
PERSON SPECIFICATION

QUALIFICATIONS AND EXPERIENCE	ESSENTIAL	DESIRABLE
1. Qualified Teacher Status	✓	
2. Proven track record as an inspiring class teacher, ensuring the effective teaching of a high quality curriculum for all learners.	✓	
3. Recent experience of teaching pupils in Key stage 2	✓	
4. Experience of supporting staff who aspire to be 'experts' in the craft of teaching.	✓	
5. Excellent knowledge of the primary curriculum	✓	
STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL		
6. The ability to work constructively in partnership with all stakeholders, establishing positive and effective collaborations with parents, Trustees, other schools, external agencies and the local community	✓	
7. Demonstrate effective support for colleagues when raising standards and ability to evaluate the impact.	✓	
8. The commitment to develop a positive, diverse and inclusive school ethos which values each individual and challenges any form of discrimination	✓	
9. Experience of school self-evaluation and School Improvement Planning in order to secure effective teaching and learning and raise standards		✓
10. Knowledge of recent educational developments, initiatives and legislation, and how they may impact on the school.	✓	
LEADERSHIP AND MANAGEMENT		
11. Proven experience as a middle/senior leader within school, leading, motivating and managing staff effectively and working well as a team member.		✓
12. Proven track record of having led a whole school core subject with evidence of impact	✓	
13. Proven ability to self-motivate, use initiative and lead pro-actively.	✓	
14. Excellent inter-personal skills, showing proven ability to build and maintain strong relationships with others, based on good communication, honesty, equity, transparency and mutual respect.	✓	
15. Good organisational skills and the ability to have a flexible and adaptable approach.	✓	
16. To possess excellent listening, written and oral communication skills, the ability to facilitate meetings, make presentations and to communicate effectively with pupils, parents, and staff.	✓	
17. The ability to manage time effectively.	✓	

18. The ability to identify, organise and ensure effective delivery of continuing professional development (CPD) across the Primary phase.	✓	
19. Ability to work closely, as part of a team and to support and challenge staff	✓	
20. Ability to make use of appropriate data to identify trends, themes and challenges and take appropriate action	✓	
TEACHING AND LEARNING		
21. The ability to create a safe and stimulating environment that contributes positively to teaching and learning, with the knowledge and skills to promote high standards of discipline and behaviour.	✓	
22. A proven ability in the use of information and communication technologies and of their application in management and education.	✓	
23. Experience of successfully leading whole school curriculum developments.	✓	
24. Experience of, and commitment to, broadening the range of opportunities available to pupils through extra-curricular/enrichment activities.		✓
FINANCIAL AND RESOURCE MANAGEMENT		
25. Strong analytical skills, with proven ability to identify trends and establish priorities	✓	
OTHER		
<ul style="list-style-type: none"> • Enthusiasm • Flexibility • Sense of humour • Professionalism • Resilience • Commitment to confidentiality • Commitment to safeguarding of students 	✓	

First Federation Trust is committed to safeguarding and promoting the wellbeing of all children, and expects all staff and volunteers to share this commitment.