



Alderman Payne Primary School
Assistant Head Teacher - Person Specification

Post title: Assistant Head Teacher
School: Primary school
Pay range: Leadership Scale 1 - 5
Line manager: Head Teacher and Governing Body

	Essential	Desirable
Qualifications		
Qualified teacher status	✓	
National Professional Qualifications (NPQ)		✓
DSL Training and experience		✓
Up to date CPD record and commitment to professional development	✓	
Experience		
Consistently Good or Outstanding class teaching including a proven record for strong progress and attainment	✓	
Recent experience of working as a middle or senior leader in a school	✓	
Change management or curriculum development	✓	
Leadership of a significant area including responsibility for standards	✓	
Mentoring and supporting other staff including trainees, ECTs and experienced teachers		✓
Experience of working in a small school or with mixed year groups		✓
Professional Knowledge and Skills		
Secure understanding of pedagogy and teaching and learning initiatives which have strong impact on outcomes for children	✓	
Up to date knowledge of statutory regulations and guidance relating to the post	✓	
Analysis of data to evaluate pupil's performance and identify priorities	✓	
Review whole school systems effectively in line with performance measures and school development priorities		✓
Lead and manage teams effectively including being an effective team member yourself		✓
Develop and deliver effective and inspirational professional development for staff, including mentoring and coaching as appropriate		✓
Communicate effectively with a wide range of audiences	✓	
Support, motivate and inspire colleagues and pupils	✓	
Contribute effectively to the work of the head teacher including both operational and strategic leadership	✓	
Work effectively with external agencies	✓	
Manage conflict and resolve challenging situations effectively	✓	
Attitudes, values and commitments		
Demonstrate a child centred approach whilst maintaining high expectations for progress, attainment and behaviour	✓	
Safeguarding and wellbeing are central to all work undertaken	✓	
Attitudes to equity, equality and inclusion are in line with school ethos	✓	
Non wavering commitment to providing the best education and wider opportunities for pupils	✓	
Supportive leadership of staff whilst holding others to account and maintaining high standards	✓	
Relating positively to and showing respect for all members of the school and local community	✓	
Strong moral values and a commitment to every child	✓	



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These criteria are used to shortlist candidates, so please write your job application specifically to these points. In addition, we would be very keen to hear about any of your own interests and strengths and why you think that you would be the right person to join our team.

Alderman Payne Primary School is committed to safeguarding and promoting the welfare of children and requires all staff and volunteers to demonstrate this commitment. The posts are subject to enhanced CRB checks.