



Person Specification: Assistant Headteacher (KS2)

Assessment Methods: A = Application Form | I = Interview | T = Task / Observation | R = Reference

1. Qualifications & Professional Development

Criteria	Essential / Desirable	Assessment Method
Qualified Teacher Status (QTS)	Essential	A
Degree or equivalent higher qualification	Essential	A
Evidence of continuous professional development (CPD) relevant to middle/senior leadership	Essential	A
Relevant National Professional Qualification (e.g., NPQSL, NPQLT)	Desirable	A
Designated Safeguarding Lead (DSL) or Deputy Safeguarding Lead training	Desirable	A / I

2. Experience

Criteria	Essential / Desirable	Assessment Method
Proven track record as an exemplary primary classroom teacher with high expectations and impact on pupil progress	Essential	A / I / T / R

Experience of successful teaching across Key Stage 2	Essential	A / I
Experience teaching/working across Key Stage 1 and EYFS to support effective transition and curriculum alignment	Desirable	A / I
Successful middle or phase leadership experience, demonstrating measurable impact on pupil outcomes	Essential	A / I / R
Experience in curriculum design, sequencing, mapping, and subject progression	Essential	A / I / T
Experience conducting quality assurance activities (e.g., lesson observations, book scrutinies, pupil voice/interviews)	Essential	A / I / T
Experience in planning, organising, and delivering high-impact CPD and training for staff	Essential	A / I
Experience in managing pupil behaviour, upholding high standards, and implementing inclusive strategies	Essential	A / I / R
Experience working with children with Special Educational Needs and Disabilities (SEND)	Essential	A / I

Experience in leading assembly and key stage events	Desirable	A / I
Strong experience of leading the English Curriculum	Essential	A/I

3. Knowledge & Understanding

Criteria	Essential / Desirable	Assessment Method
Deep knowledge and expert understanding of the National Curriculum (KS1 and KS2) and statutory requirements	Essential	A / I / T
Strong understanding of primary pedagogy, cognitive science principles, and current national education developments	Essential	A / I
Understanding of how to design and evaluate an ambitious, broad, balanced, and coherent curriculum	Essential	A / I / T
Proficiency in data analysis to track pupil progress and translate findings into effective school improvement plans	Essential	A / I / T
Understanding of safeguarding requirements, child protection procedures, and the role of	Essential (Desirable for the role of	A / I

a Deputy Safeguarding Lead	DSL)	
Knowledge and practical strategy for integrating educational technology, including the safe and effective use of AI	Desirable	A / I

4. Leadership & Professional Skills

Criteria	Essential / Desirable	Assessment Method
Ability to lead, motivate, coach, inspire, and hold teams accountable to achieve high standards	Essential	A / I / R
Excellent interpersonal, verbal, and written communication skills across all stakeholders (staff, pupils, parents, Trust)	Essential	A / I / R
Ability to model exemplary classroom practice and mentor others to refine their teaching	Essential	A / I / T
Capacity to step up and lead the school effectively in the absence of the Headteacher and Deputy Headteacher	Essential	A / I
Exceptional time management, workload prioritization, and organizational skills for self and others	Essential	A / I

Criteria	Essential / Desirable	Assessment Method
Ability to lead, motivate, coach, inspire, and hold teams accountable to achieve high standards	Essential	A / I / R
Excellent interpersonal, verbal, and written communication skills across all stakeholders (staff, pupils, parents, Trust)	Essential	A / I / R
Ability to model exemplary classroom practice and mentor others to refine their teaching	Essential	A / I / T
Ability to foster collaborative working relationships across key stages, Trust networks, and external bodies	Essential	A / I

5. Personal Attributes & Ethos

Criteria	Essential / Desirable	Assessment Method
Upholds public trust in school leadership, maintaining high standards of ethics, behaviour, integrity, and professional conduct	Essential	A / I / R
High levels of drive, energy, resilience, emotional intelligence, and adaptability under pressure	Essential	A / I / R

Commitment to inclusion, equal opportunities, and maintaining high ambitions for all pupils, including those with SEND	Essential	A / I
Reflective practitioner committed to continuous personal professional development and self-improvement	Essential	A / I
Positive approach to working sensitively and constructively with pupils, families, and the wider community	Essential	A / I / R
Commitment to the vision, ethos, policies, and wider life of Balshaw Lane Primary School and the Multi-Academy Trust	Essential	A / I
Drive your own professional learning.	Essential	A / I

6. Safeguarding & Suitability

Criteria	Essential / Desirable	Assessment Method
Commitment to safeguarding and promoting the welfare of children and young people	Essential	A / I
Enhanced DBS clearance and suitability to work with children	Essential	Pre-employment checks