

# Birkbeck Primary School

## Person Specification

Job Title: Assistant Head Teacher

Salary Range: L6-L10, OUTER LONDON

Reporting to: Head Teacher

### Qualifications & Training

Criteria	Essential	Desirable	How Assessed
Qualified Teacher Status (QTS)	✓		Application
Degree-level qualification	✓		Application
Additional leadership qualifications (e.g., NPQSL, NPQH, Masters) / evidence of personal commitment to professional development		✓	Application
Evidence of high-quality professional development relevant to senior leadership	✓		Application / Interview
Senior Leadership experience within past two years		✓	Application

### Experience

Criteria	Essential	Desirable	How Assessed
Successful leadership and management experience in a primary school	✓		Application / Interview
Proven successful teaching and achievement of pupil progress in two Key Stages	✓		Application / Task
Former responsibility at Key Stage/Whole School level for raising standards	✓		Application / Interview
Knowledge of relevant developments and innovations in the primary curriculum and pedagogy to enhance school practice, pupil progress and standards of achievement with proven success	✓		Application / Interview
Experience line-managing and developing staff	✓		Application / Interview
Experience analysing data to support improvements in pupil outcomes	✓		Application / Task / Interview
Experience of successful leading a core subject (or wider curriculum) across the school with impact	✓		Application / Interview
Experience contributing to school improvement planning	✓		Application / Interview
Experience as a Deputy DSL and up to date knowledge of whole school safeguarding developments		✓	Application / Interview
Experience leading behaviour	✓		Application / Interview
Building and sustaining effective working relationships with parents	✓		Application / Task
Experience working with governors, the local authority, or external partners and community engagement	✓		Application / Interview

### Skills & Knowledge

Criteria	Essential	Desirable	How Assessed
Strong understanding of high-quality, evidence-informed teaching practice	✓		Interview / Task

Criteria	Essential	Desirable	How Assessed
Ability to plan and deliver lessons effectively for all pupils in a class setting with a secure understanding of adaptive teaching – being able to consistently demonstrate best practice to colleagues	✓		Interview / Task
Evidence of strong professional subject knowledge across core and foundation	✓		Interview
Knowledge and experience of monitoring and evaluating the curriculum, learning and teaching.	✓		Interview
Ability to provide effective instructional coaching and professional development	✓		Application / Interview / Task
Clear understanding and commitment to safeguarding procedures (becoming a DDSL)	✓		Application / Interview / Task
Understanding of assessment systems (formative and summative) and their strategic use – being able to analyse data and pinpoint key issues in order to inform staff of the way forward	✓		Application / Interview / Task
Contribute to whole school review and self-evaluation as well as support the school improvement with quantifiable outcomes	✓		Application / Interview / Task
Ability to model professional conduct and promote staff professionalism	✓		Interview
Evidence of the ability to take ownership of whole school issues and participation in the leadership and management of the school.		✓	Application / Interview
Ability to strategically lead alongside the leadership team	✓		Interview
Ability to lead and work in multiple teams across the school to secure improvements	✓		Application / Interview / Task
Proven success of the skills and attributes involved in effective leadership	✓		Application / Interview / Task
Understanding of the new OFSTED framework regarding the National Curriculum	✓		Application
Evidenced experience of raising standards within key whole school priorities (across the whole school/Key Stage)		✓	Application / Interview
Experience of working alongside governors to support the strategic aims of the school		✓	Application / Interview

## Personal Qualities

Criteria	Essential	Desirable	How Assessed
A commitment to safeguarding, welfare and the highest standards for pupils	✓		Application / Interview
Ability to sustain an excellent professional partnership with the Head Teacher, the leadership team and colleagues across the school	✓		Application / Interview
Commitment to maintaining confidentiality at all times	✓		Application / Interview
High expectations for all pupils and commitment to inclusion and belonging	✓		Application / Interview
Ability to work under pressure, prioritise effectively and remain resilient	✓		Interview / Task
Capacity to think strategically and translate vision into practical action	✓		Interview / Task
Excellent communication and interpersonal skills	✓		Interview
Ability to inspire confidence, optimism and respect from pupils, staff, parents and governors	✓		Interview
Reflective, compassionate and emotionally intelligent leadership style – leading with integrity	✓		Interview

Criteria	Essential	Desirable	How Assessed
Commitment to working collaboratively with colleagues, families and the wider community	✓		Interview
Resilient, proactive, flexible and adaptable to improve practice of self and others	✓		Interview
Punctual and conscientious	✓		Interview
Ability to show initiative and prioritise one's own work and that of others even when under pressure	✓		Interview
A commitment to providing extra-curricular activities and an understanding of its impact upon school ethos	✓		Application / Interview
Desire to enhance and develop skills and knowledge through CPD	✓		Application / Interview
Recognition of the importance of personal responsibility for Health and Safety	✓		Application / Interview