



Cedar Park School & Nursery

Be kind ★ Be inspired ★ Believe

PERSON SPECIFICATION

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| Job title: | Assistant Headteacher |
| Reports to: | Headteacher |

| CRITERIA | QUALITIES |
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| | ESSENTIAL | DESIRABLE |
|--|---|---|
| Qualifications | <ul style="list-style-type: none">• Qualified teacher status• Degree | <ul style="list-style-type: none">• Further professional qualifications |
| Previous work experience | <ul style="list-style-type: none">• Experience of teaching a wide age range• Experience of middle leadership• Experience of successfully leading at least one curriculum area | <ul style="list-style-type: none">• Experience of teaching from Reception to Year 6 |
| People management skills | <ul style="list-style-type: none">• Effective communicator with children, staff and parents• Experience as a team member, leading colleagues in curricular development• Good communication and presentation skills | <ul style="list-style-type: none">• Understanding the role of the governing body• Experience in fostering good relationships between all members of the school community |
| Professional knowledge skills & experience | <ul style="list-style-type: none">• Thorough knowledge of the curriculum• An understanding of the ways children learn and how individual needs may be assessed and met• An understanding of enabling and supporting staff• Continued professional development with recent relevant in-service training• Very effective classroom practitioner | <ul style="list-style-type: none">• A knowledge and understanding of SEN |
| Personal qualities | <ul style="list-style-type: none">• A sound primary school philosophy that values each child• Well developed time management, delegation | <ul style="list-style-type: none">• A commitment to maintaining and developing sporting and other non-curricular activities in the school |

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| | and administrative skills <ul style="list-style-type: none"> • Ability to work under pressure and with competing priorities • Emotional resilience • Good sense of humour | |
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Cedar Park is a school where there are no limits; a world class school that inspires children today, tomorrow and for the rest of their lives. I agree to abide by the school ethos of Being kind, be inspired and believe. Furthermore, I will demonstrate the key behaviours of Co-operation, Compassion, Courage, Passion, Perseverance and Respect whilst working with children and staff.

NOTE: Notwithstanding the details in this job description, the job holder will undertake such duties as maybe determined by the Headteacher commensurate with the principal responsibilities of this role. The duties of the post may vary from time to time without changing the general character or level of responsibility of the role.

Signed to indicate agreement:

Name _____
(Post-holder)

Date: _____

Print _____

Name _____
(Headteacher)

Date: _____

Print _____