

Assistant Head Teacher Person Specification

The Governing Body of East Ward Community Primary School is seeking to appoint an Assistant Headteacher with excellent interpersonal skills, personal presence and authority. The successful candidate will be creative, proactive and able to take the initiative in the strategic development of the school. They will have the ability to remain calm under pressure, be highly resilient, and possess high levels of energy and commitment.

We have shown in the right hand column at which stage we intend to assess each element. 'A' refers to the application form and supporting letter stage. 'I' refers to the interview stage. Applicants should note that their application form and supporting letter should address ONLY the criteria shown with 'A' or 'A/I' in the right hand column.

Qualifications and Personal Development	Essential	Desirable	Evidence
Holds Qualified Teacher Status	✓		A
NPQSL or further professional qualification		✓	A
Demonstrates a commitment to personal professional development	✓		A/I
Experience	Essential	Desirable	Evidence
Evidence of leading curriculum development incorporating enjoyment and achievement in at least one subject or area	✓		A/I
Experience of monitoring and evaluating teaching and learning	✓		A/I
Knowledge and experience in target setting and pupil progress at class, cohort and school level	✓		A/I
Expertise in data analysis and use of data to inform school improvement	✓		A/I
Has successfully used a range of strategies to encourage parents and carers to support their children's learning and realise the school's vision	✓		A/I
Has a good understanding of the role and potential impact of the Governing Body		✓	A/I
Has a good understanding of whole school budget management		✓	A/I
Personal Qualities and Attributes	Essential	Desirable	Evidence
A highly motivated and reflective team leader who is approachable and promotes positive relationships with pupils, staff, parents and governors	✓		A/I
A commitment to a high level of pastoral care and an ability to manage pupil behaviour effectively and sensitively	✓		A/I

Strong interpersonal skills, including empathy, listening, communication and the ability to influence	✓		A/I
Strong personal leadership and management skills that value people throughout the school community, including the ability to motivate, inspire and lead change with sensitivity and energy	✓		A/I
Committed to the pursuit of excellence through reflective practice and continued professional development	✓		A/I
Able to prioritise, plan and organise self and others	✓		A/I
Displays the ability to think creatively and solve problems in order to build on good practice and identify strengths as well as areas for development	✓		A/I
Ability to demonstrate a track record of raising standards of achievement and attainment	✓		A/I
Demonstrate resilience, perseverance and a sense of humour when facing the pressures of a demanding leadership position	✓		A/I
Ability to build and develop links between the school and the wider community	✓		A/I
A commitment to the promotion of extra-curricular and community related activities for pupils and families	✓		A/I
Teaching and Learning	Essential	Desirable	Evidence
Excellent classroom practitioner with a proven commitment to improving the quality of children's learning	✓		A/I
Evidence of a creative and innovative approach to teaching and learning	✓		I
Commitment to providing an effective learning environment appropriate to the needs and abilities of the pupils	✓		I
Implements strategies for monitoring, evaluating and improving the quality of teaching and learning, and raises standards and achieving excellence	✓		A/I
Have a good understanding of how assessment strategies and target setting are used to inform learning in order to help pupils make progress	✓		A/I
Can identify and lead effective practice in EYFS including teaching, monitoring and assessment.	✓		A/I

Can demonstrate effective planning and teaching for the academic, spiritual, moral, social, emotional and cultural development of children	✓		
Shaping the Future	Essential	Desirable	Evidence
Leads, embraces and is able to implement change, creates and innovates	✓		A/I
Thinks and works strategically, by helping to build, communicate and implement a shared vision, where everybody matters and can achieve their full potential	✓		A/I
Sets, achieves and helps others to achieve ambitious, challenging goals and targets	✓		A/I
Aware of current significant initiatives in education at local and national levels	✓		A/I
Developing Self and Others	Essential	Desirable	Evidence
A record of continuous professional development that includes training in leadership and management and a willingness to undertake other training	✓		A/I
Evidence of supporting, training and helping to co-ordinate the professional development of colleagues	✓		A/I
Has experience of successfully building and developing teams	✓		A/I
Understands the principles and strategies of school improvement and can evidence a role in this process leading to successful school development	✓		A/I
Securing Accountability	Essential	Desirable	Evidence
The use of a range of tools and evidence, including performance data, to support, monitor, evaluate and improve aspects of school, including challenging poor performance	✓		A/I
Evidence of understanding and practice in the use of data to drive up standards of pupil achievement	✓		A/I
Understands the key legal issues relating to schools, such as Child Protection, Equal Opportunities, Race Relations and Disability		✓	A/I
Understands the need to be accountable to parents and can demonstrate using strategies that enable parents to be involved in the life of the school	✓		A/I
Community	Essential	Desirable	Evidence
Ability to work in partnership with governors	✓		A/I

Ability to extend and develop school partnerships with parents/carers and the wider community	✓		A/I
A good working knowledge of external agencies	✓		A/I
Safeguarding	Essential	Desirable	Evidence
Knowledge and commitment to the statutory requirements and other relevant legislation relating to child protection and safeguarding	✓		A/I
Places the welfare and safety of children at the heart of his/her practice	✓		A/I
Application	Essential	Desirable	Evidence
A well-presented coherent and clear application that responds well to the person specification	✓		A

As an employee of *East Ward Community Primary School*, you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.