



JOB SPECIFICATION FOR ASSISTANT HEADTEACHER

Person Specification Qualifications	Essential	Desirable
Degree	✓	
QTS - Qualified Teacher Status	✓	
Postgraduate study		✓
Professional development in preparation for a leadership role (for example, NPQML, NPQSL, NASENDCo)		✓
Right to work in the UK	✓	
Experience		
Successful middle leadership and management experience in a school	✓	
Teaching experience across a range of phases (EYFS, KS1 or KS2) and school types (maintained schools, VA/VC schools, academies or free schools)	✓	
Teaching mixed age classes	✓	
Experience of leading, teaching, learning and assessment (or curriculum design and delivery)		✓
Incremental coaching experience		✓
Involvement in school self-evaluation and development planning		✓
Experience of leading staff development		✓
Line management experience		✓
Skills and Knowledge		
Data analysis skills, and the ability to use data to set targets and identify weaknesses		✓
Understanding of high-quality teaching, and the ability to model this for others and support others to improve	✓	
Understanding of school finances and financial management		✓
Effective communication and interpersonal skills	✓	
Ability to communicate a vision and inspire others	✓	
Ability to build effective working relationships	✓	
Fluent in the majority of Microsoft and Google packages		✓
Knowledge of Read Write Inc, Mathematics Mastery,		✓
Personal Qualities		
A commitment to promoting the ethos and values of the school	✓	
Relentless drive to do whatever it takes to ensure all children succeed	✓	
Awareness of own strengths and limits	✓	
Ability to work under pressure and prioritise effectively	✓	
Commitment to maintaining confidentiality at all times	✓	



JOB SPECIFICATION FOR ASSISTANT HEADTEACHER

Commitment to safeguarding and equality	✓	
Good humour	✓	