

Grange Primary School



PERSON SPECIFICATION FOR POST OF: Assistant Headteacher

DATE COMPILED: September 2021

HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE.

THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES, INCLUDING AN ENHANCED DISCLOSURE & BARRING CHECK.

Key to show where criteria evidenced: (R) Reference (A) Application (I) Interview Process

CATEGORY	ESSENTIAL	DESIRABLE
Application	Fully supported in reference. (R) Well written, structured and presented application. (A)	
Qualifications and Professional Development	Qualified Teacher Status (A) Degree or equivalent (A) Evidence of continued and relevant professional development (A)	Further professional development (A)
Experience	Proven excellence as a teacher, meeting a range of individual needs. (A) (R) Subject or aspect responsibility in a school, demonstrating impact on raising standards through effective use of monitoring and evaluation processes (A) (R) (I) Experience of successfully leading, managing, motivating and developing staff, taking an individual approach. (A) (R) (I) Experience of developing parent/carers engagement to support children's learning and development (A)	Experience of providing professional direction to the work of others through the appraisal process (A) Experience of successfully handling complaints and concerns from parents and other key stakeholders. (A)

CATEGORY	ESSENTIAL	DESIRABLE
Knowledge and skills	<p>Knowledge of the school improvement cycle, including effective school self-review processes and self-evaluation. (A) (I) (R)</p> <p>Substantial knowledge of the primary curriculum and assessment, including effective practice and current research and developments (A) (R) (I)</p> <p>Secure knowledge of what excellent teaching and learning looks like and a range of strategies to achieve this (I)</p> <p>Ability to plan for, implement and manage change effectively (A) (I)</p> <p>Excellent organisational, time management and prioritisation skills (A) (R) (I)</p> <p>Ability to empathise with children across the age range and to support them in developing emotional regulation strategies, building excellent relationships and promoting these across school, as well as supporting staff to do this (A) (R) (I)</p> <p>Excellent inter-personal skills and the ability to effectively communicate and develop positive relations with a range of people, including parents/ carers, staff, governors and other agencies and professionals. (R) (I)</p> <p>Ability to judge, plan and take control of situations effectively and have the confidence to act on their initiative so that an effective solution is developed. (A) (I)</p> <p>Ability to provide effective support and challenge to staff, including the ability to effectively hold others to account and continually improve practice whilst maintaining professional relationships and a positive working environment. (A) (I) (R)</p> <p>Knowledge of all current safeguarding procedures and best practice (A) (I)</p>	<p>Knowledge of how to promote and improve the school's reputation, through engaging with the school and wider community. (A)</p> <p>Knowledge of the Archimedes NE Maths Hub (A)</p> <p>Knowledge of ACEs and Trauma-Informed Practice. (A)</p>
Personal Attributes	<p>High expectations of children's, staff and own achievements and behaviours (I) (R)</p> <p>Demonstrate sensitivity, empathy, integrity and enthusiasm when working with all stakeholders (R) (I)</p> <p>A flexible and innovative approach (A) (I)</p> <p>High levels of drive, energy and self-motivation (I) (R)</p> <p>Ability to manage pressure and a demanding workload effectively (I) (R)</p> <p>A good team player, with the ability to also work on their own initiative (R) (I)</p> <p>Awareness of the need and ability to be a good role model (I) (R)</p>	

Professional philosophy and commitment	<p>Clear beliefs and vision for the development of primary education and investment in the values and future direction of the school (A)</p> <p>Commitment to promoting equal opportunities and meeting the needs of all children through an equitable approach (A) (I)</p> <p>Commitment to high standards and continuous improvement (A) (I) (R)</p>	
---	--	--