



## Harlesden Primary School Assistant Headteacher Person Specification

**\* Key Criteria**

Expertise	Essential	Shortlisting	Interview	Tasks
<b>Qualifications</b>	<b>*Qualified teacher status</b>	✓		
	Evidence of continuing professional development or further professional study	✓		
<b>Experience</b>	<b>*Successful experience as a middle manager or senior teacher in a primary school</b>	✓	✓	
	Successful teaching experience of the age range served by the school	✓		
	Successful experience of working in a multicultural and multilingual environment.	✓		
<b>A. Shaping the Future</b>	<b>*Ability to provide clear educational direction and lead by example.</b>	✓	✓	✓
	<b>*Ability to formulate aims, policies and plans and monitor, evaluate and review the impact of these.</b>	✓	✓	
	<b>*Successful experience of organising, promoting and evaluating curriculum development across a range of subjects and concerns, and with regard to methodology as well as content.</b>	✓	✓	
	<b>Ability to work in partnership with the headteacher, deputy headteacher and Governing Body</b>	✓	✓	✓
	Knowledge of current education developments and statutory requirements	✓	✓	
	Experience of involvement with the School Evaluation Form and a school's Ofsted action plan leading to improvement strategies.	✓		
<b>B. Leading Learning and Teaching</b>	<b>*Understanding of the principles of effective learning and the ability to promote a culture of learning throughout the school</b>	✓	✓	✓
	<b>*Successful experience of monitoring, evaluating and improving the quality of teaching and learning</b>	✓	✓	
	<b>*Experience of promoting the personal, social, moral, cultural and spiritual development of pupils</b>	✓	✓	
	<b>* Excellent classroom practitioner</b>	✓		✓
	Understanding of the principles of good curriculum provision across the Key Stages.	✓	✓	
	Understanding of the role of assessment in children's learning	✓	✓	
	<b>*Successful experience of setting and achieving challenging targets for the school, teachers and pupils</b>	✓	✓	✓

		Shortlisting	Interview	Task
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	Successful experience of collecting, analysing and using data on pupils' progress and performance to raise standards, using appropriate systems of ICT	✓	✓	
	Evidence of raising standards and achievement.	✓	✓	
<b>C. Developing Self and Others</b>	<b>*Ability to manage time well and work under pressure to deadlines</b>	✓	✓	✓
	<b>*Effective ICT skills</b>	✓		
	<b>*Effective interpersonal, communication and presentation skills</b>	✓	✓	✓
	<b>*Resilience, flexibility and ability to retain a sense of perspective</b>	✓	✓	✓
	Demonstrate an understanding of recent educational developments and pedagogy.	✓	✓	
	Ability to write clearly and accurately and communicate effectively with an appropriate sense of audience	✓	✓	✓
<b>D. Leading and Managing</b>  <b>Managing the Organisation</b>  <b>Securing Accountability</b>	<b>*Successful experience of leading and motivating staff and supporting them in their work</b>	✓	✓	
	<b>*Ability to work closely with and support the headteacher and deputy in achieving the school's aims</b>	✓	✓	
	Ability to support effective communication between the head and others within the school's community		✓	
	Successful experience of leading in service training for staff	✓	✓	
	Ability to plan, allocate, delegate support and evaluate work undertaken by groups, teams and individuals.	✓	✓	✓
	<b>*Ability to lead and work effectively in teams</b>	✓	✓	
	Ability and willingness to accept delegated powers and act on them.	✓	✓	
	<b>*Ability to support the headteacher and deputy in deciding on the effective deployment of staff.</b>	✓	✓	
	Successful experience of leading the Performance Management process for staff	✓	✓	
	Some experience of managing and monitoring a budget and resources	✓	✓	
<b>E. Strengthening Community</b>	<b>*Understanding of the factors which create barriers to learning and ability to implement appropriate strategies for reducing inequalities and promoting social inclusion</b>	✓	✓	

F = Fully met

M = Mainly met

P = Partly met

N = Not met

		Shortlisting	Interview	Task
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	Ability to support the head and deputy in creating and maintaining good behaviour and discipline	✓	✓	
	<b>*Successful experience of creating and maintaining effective partnerships with parents, to support pupils' learning</b>	✓	✓	
	Successful experience of establishing community links; experience of networking.	✓		
<b>F. Suitability to work with children</b>	<b>*Ability to form and maintain appropriate relationships and personal boundaries with children and young people</b>	✓	✓	
	Emotional resilience in working with challenging behaviours	✓	✓	
	<b>*Appropriate attitudes to use of authority and maintaining discipline</b>	✓	✓	✓

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