

Person Specification – Assistant Headteacher

This person specification should be read in conjunction with the latest School Teachers’ Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. ‘This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.’

A - Application/ I - Interview / R - References

Criteria	Qualities	Essential / Desirable	Method of Assessment
Education & Qualifications	<ul style="list-style-type: none"> Honours Degree or equivalent in relevant subject area Qualified teacher status Evidence and a track record of ongoing and sustained continuing and relevant professional development NPQSL or other relevant recent senior leadership qualification 	Essential Essential Essential Desirable	A A A / I A
Experience	<ul style="list-style-type: none"> At least 4 years successful proven track record of excellent creative and structured teaching Experience within the last 2 years of working successfully as a middle/senior leader in a school Evidence of major whole school responsibilities and experience of turning policy into effective and successful practice Leadership of a significant key stage phase, including responsibility for raising standards across the whole school Experience of teaching in more than one key stage Experience of working with and developing links with the wider community Experience of working with and involving school Governors 	Essential Desirable Essential Desirable Desirable Essential Essential	A / I / R A / I / R A / I / R A / I / R A A A / I / R
Professional Knowledge, Skills and Aptitudes	<ul style="list-style-type: none"> The ability to articulate a vision and put into practice An outstanding classroom practitioner Ability to work co-operatively with others persuading, negotiating and influencing in a variety of circumstances A clear understanding of the essential qualities necessary for effective teaching and learning Experience of using performance data to support, monitor, evaluate and improve pupil performance Evidence of achieving high quality pupil performance outcomes Up to date knowledge of statutory regulations and guidance relating to the post, including understanding of OFSTED requirements Experience of school self-evaluation procedures 	Essential Essential Essential Essential Essential Essential Essential Desirable	A / I / R A / R A / R A / R A / I A / R A / I / R A / I / R A / R



	<ul style="list-style-type: none"> • Excellent written, presentational, communication and other interpersonal skills • Understanding and use of effective behaviour and teaching strategies frequently used within a Primary School setting • Confident use of information and communication technology • Knowledge of strategic planning, implementation, monitoring and evaluation • Experience of working closely with parents • Delivery of staff training to staff teams and whole school • A commitment to safeguarding, child protection and promoting their welfare 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>A / I</p> <p>A</p> <p>A</p> <p>A/I</p> <p>A</p> <p>A/R</p> <p>A/I</p>
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Highly developed skills in managing people • Organised, positive, and able to prioritise and work to deadlines • Thinks creatively to solve problems and identify opportunities • Able to establish good working relationships with staff, pupils, parents and other key stakeholders • Excellent attendance and punctuality record • Excellent professional appearance, conduct and demeanour • Ability to create, promote, instigate and maintain a culture of high achievement • To act with integrity, commitment, enthusiasm and loyalty • Commitment to excellence • Self-motivating and resilient • Promoting the school's vision and ethos • Ongoing relevant professional self-development and reflective practice • Designated safeguarding lead 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>A / I / R</p> <p>A / I</p> <p>A / I</p> <p>A / R</p> <p>A / I / R</p> <p>I/R</p> <p>A / I/R</p> <p>A/R</p> <p>A / I/R</p> <p>A / I / R</p> <p>I/R</p> <p>A</p> <p>A</p>