

**Talbot Primary School
PERSON SPECIFICATION
ASSISTANT HEADTEACHER**

Leadership skills – the ability to lead and manage people to work towards common goals		
		How Identified
i.	support and demonstrate commitment to the vision for the establishment of the primary school	Essential App/Ref/SP
ii.	support the Headteacher in the management of change and improvement in pursuit of strategic objectives	Essential App/Ref/SP
iii.	prioritise, plan and organise	Essential SP/Ref
iv.	direct and co-ordinate the work of others	Essential SP/Ref
v.	build, support and work with high performing teams	Essential SP/Ref
vi.	work as part of a team	Essential SP/Ref
vii.	devolve responsibilities, delegate tasks and monitor practice to see that they are being carried out	Essential SP
viii.	motivate and inspire pupils, staff, parents, carers, governors and the wider community	Essential Ref/SP
ix.	set standards and provide a role model for pupils and staff	Essential SP/Ref
x.	seek advice and support when necessary	Essential Ref
xi.	deal sensitively with people and resolve conflicts	Essential SP/Ref
xii.	command credibility through the discharge of their functions and influence others	Essential App/Ref
xiii.	provide professional direction to the work of others	Essential App/Ref
xiv.	make informed use of inspection and research findings	Essential App/Ref/SP
xv.	apply good practice from other sectors and organisations	Desirable App/SP
xvi.	commitment to equal opportunities and work/life balance	Essential App/Ref/SP
Decision-making skills – the ability to investigate, solve problems and make decisions		
i.	make decisions based upon analysis, interpretation and understanding of relevant data and information	Essential SP
ii.	think creatively and imaginatively to anticipate and solve problems and identify opportunities	Essential App/SP
iii.	demonstrate good judgement	Essential SP
iv.	ability to secure value for money for the school	Essential SP
Communication skills – the ability to make points clearly and understand the views of others		
i.	communicate effectively orally and in writing to a range of audiences	Essential App/SP
ii.	negotiate and consult effectively	Essential App/Ref/SP
iii.	manage good communication systems	Essential App/SP
iv.	chair meetings effectively	Essential App
v.	develop, maintain and use an effective network of contacts	Desirable App/SP
Self-management skills – the ability to plan time effectively and to organise oneself well		
i.	prioritise and manage their own time effectively	Essential SP
ii.	work under pressure and to deadlines	Essential Ref/SP
iii.	achieve challenging professional goals	Essential SP

iv.	take responsibility for their own professional development	Essential	SP
Attributes			
i.	personal impact and presence	Essential	Ref/SP
ii.	adaptability to changing circumstances and new ideas	Essential	Ref/SP
iii.	energy, vigour and perseverance	Essential	Ref/SP
iv.	self-confidence	Essential	Ref/SP
v.	enthusiasm	Essential	Ref/SP
vi.	intellectual ability	Essential	Ref/SP
vii.	reliability and integrity	Essential	Ref/SP
viii.	commitment	Essential	Ref/SP
ix.	sensitivity	Essential	Ref/SP
Training and Qualifications			
i.	Qualified Teacher Status or other educational qualification	Desirable	App / Checking at interview
ii.	Evidence of continuous professional development	Essential	App
Special Knowledge			
i.	The theory and practice of development planning	Essential	App
ii.	The requirements for performance management in schools	Essential	App
iii.	The provisions of national strategies, e.g. Phonics and Reading	Essential	App/
iv.	Knowledge of Early Years especially the Foundation Stage	Essential	App/Sp/Ref
v.	Knowledge of Key Stage 1 and Key Stage 2	Essential	App/Sp/Ref
Disposition and Attitude			
i.	Positive and optimistic attitude towards School Improvement and Inclusion	Essential	SP
ii.	Open-minded and receptive to new ideas, approaches and challenges	Essential	SP
iii.	Places high priority on effective team working and works easily and comfortably in a team environment	Essential	SP
Practical and Intellectual Skills			
i.	Ability to analyse and evaluate multi-dimensional and complex situations	Essential	SP
ii.	Well developed planning, evaluating and implementation skills	Essential	SP
iii.	Effective use of ICT for a range of purposes	Desirable	APP/SP/Ref

Other Special Working Conditions			
i.	Registered with GTC	Essential	App
ii.	School operates a no smoking policy	Essential	SP

App – Application Form

Ref – Key: Reference

SP – Selection process