

PERSON SPECIFICATION

**POST: Assistant Headteacher – Primary
L12-16**

L = Letter

I = Interview

App = Application

R = Reference

	Essential	Desirable	Shown in
Qualifications and Training			
1. Qualified teacher status	✓		APP/L
2. Graduate	✓		APP/L
3. Evidence of further recent and appropriate professional development	✓		APP/L
4. Post graduate qualification		✓	APP/L
Experience			
1. Proven record of effective pastoral management	✓		A/L
2. Proven record of very good or good classroom teaching	✓		I
3. Successful leadership of a school improvement initiative	✓		L
4. Experience of strategies for the effective management of pupil behaviour	✓		L
5. Successful team leadership and management	✓		I/L
6. Has made a positive difference to current post and can demonstrate how it achieved	✓		L/I
7. Implementation of systems and processes to (a) monitor, review and evaluate teaching and learning, leadership and management and (b) to support a rapid rise in pupil achievement	✓		L/I
8. Working in at least two schools		✓	A
9. Proven successful middle or senior leadership/management experience	✓		L/I
10. Curriculum planning and curriculum innovation		✓	L/I
11. Working in a school which includes urban, ethnically diverse communities		✓	A
12. Working with governors		✓	L/A
Knowledge			
1. Curriculum innovation and the strategy for school improvement	✓		L/I
2. Current educational issues and their implications	✓		L/I
3. How to raise attainment, achievement and aspirations	✓		L/I
4. Developments in personalised learning and assessment	✓		L/I
5. The implications of Safeguarding	✓		I
6. The OFSTED framework and school self-evaluation	✓		I
7. How e-learning can support the curriculum and achievement	✓		I

8. Developing teaching to meet the needs of pupils	✓		I
Skills and Abilities			
1. High order administrative and organisational skills, with good attentions to detail	✓		L/I
2. Good oral and written skills	✓		L
3. Ability to manage pupil behaviour firmly, effectively and positively	✓		L/I
4. Resilience, ability to deal with a large volume of work and heavy demands on one's time	✓		L/I
5. Ability to reach logical conclusions and make high quality reasoned decisions based upon available information	✓		I
6. Ability to listen, reflect and respond accordingly	✓		I
7. Ability to command respect from pupils, staff, parents and the community	✓		I
8. Ability to work collaboratively to resolve problems and issues	✓		L/I
9. Ability to lead and to be part of a team	✓		L/I
10. ICT skills to support teaching, learning and management	✓		L/I
11. The ability to think and plan strategically	✓		I
12. The ability to formulate a clear plan for area or school improvement	✓		I
13. The ability to analyse data and form appropriate conclusions leading to the development of alternative strategies to address relevant issues	✓		L/I
14. Excellent interpersonal skills including sensitivity, tact, diplomacy and wisdom	✓		I
15. Ability to see the funny side	✓		I
Values			
1. Committed, open and honest with high standards and expectations of self and others	✓		L/I
2. Ambitious for pupil, school, colleagues and self	✓		I
3. Passionate about inclusion and equal access	✓		L/I
4. Likes children	✓		I