



engage enrich excel academies

Person Specification for Assistant Headteacher

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • QTS – graduate or teachers' certificate • Willing to be a Deputy DSL 	<ul style="list-style-type: none"> • DSL trained
Experience	<ul style="list-style-type: none"> • Successful teaching experience at KS2 • Proven middle or senior leadership experience at KS2 	<ul style="list-style-type: none"> • Appraising others • DSL/DDSL
Knowledge	<ul style="list-style-type: none"> • Good knowledge of the Primary National Curriculum • A good level of knowledge about Child Protection procedures • A good understanding of assessment for learning • A good understanding of relational practice 	<ul style="list-style-type: none"> • Read, Write, Inc. phonics • Knowledge of KS3 curriculum
Vision	<ul style="list-style-type: none"> • Able to articulate personal beliefs and values • Able to innovate, seek solutions, make effective plans and evaluate successes • Able to take a strategic overview • Able to demonstrate alignment with the values of the Trust 	
Analytical Skills	<ul style="list-style-type: none"> • Ability to analyse and use comparative data and strategic information • Ability to summarise and produce reports based on data outcomes 	<ul style="list-style-type: none"> • Observe teaching and produce next steps
Communication	<ul style="list-style-type: none"> • Well-developed oral and written communication skills • Excellent ICT skills • Communicates at a level and in a manner appropriate to the situation and audience • Models the school's values and promotes the school's vision 	<ul style="list-style-type: none"> • Experience of mentoring and/or coaching • An ability to analyse provision and practice, and respond with creative, solution-focused thinking
Organisational Skills	<ul style="list-style-type: none"> • Able to plan, prioritise and meet deadlines • Is proactive in seeking solutions and forward planning 	<ul style="list-style-type: none"> • Previous organisation of school visits and residentials
Leadership and management	<ul style="list-style-type: none"> • Able to lead and motivate staff • Able to deploy and guide support staff in order to meet the needs of all children • Excellent relational behaviour management skills 	<ul style="list-style-type: none"> • Restorative approaches training • Understanding of End of Key Stage 2 assessments
Personal Attributes	<ul style="list-style-type: none"> • Shows initiative • Demonstrates flexibility appropriate to circumstances • Passionate about ensuring equality of opportunity for all children • Communicates with enthusiasm and energy • Able to develop and maintain effective relationships with all stakeholders 	