



Assistant Head Teacher Person Specification

Post: Assistant Headteacher – Safeguarding

Responsible to: Headteacher

Minimum Qualification: Graduate, Qualified Teacher Status, Appropriate Specialist Knowledge, Relevant Experience

Teaching Range: Years 4-11

Contract: Full-time Permanent

Salary: Leadership (L 6-9)

You will be required to carry out the duties of an Assistant Headteacher as set out in Section 48 and the duties of a school teacher as set out in section 50 of the latest Pay and Conditions Document (2020).

For evidence, A = Application, I = Interview, R = Reference.

For requirement, E=Essential, D = Desirable

Attributes	Requirement	Evidence
1. <u>Qualifications</u>		
a) Qualified teacher status	E	A
b) Evidence of appropriate professional development and a willingness to undertake relevant additional qualifications.	E	A
c) NPQSL or other appropriate leadership qualification.	D	A
d) Relevant in-service training during the last three years.	E	A
e) Safeguarding training.	D	A
f) Other relevant qualifications.	D	A
2. <u>Knowledge and Understanding</u>		
a) Have a clear understanding of the needs of all pupils, including those from vulnerable groups.	E	A, I
b) Understand how to lead and manage a whole school behaviour management system.	E	A, I
c) Effective leadership skills and strategies.	E	I, R
d) Strategies to lead, manage and motivate staff.	E	I, R
e) National/local educational priorities/developments and their impact on school.	E	A, I
f) Commitment to equal opportunities.	E	A, I
Attributes	Requirement	Evidence
3. <u>Experience</u>		
a) A substantial period of successful teaching experience in primary education.	E	A, R
b) Successful leadership and management experience.	E	A, R, I
c) Dealing with safeguarding incidents.	E	A, R, I
d) Supporting other staff with their behaviour management.	E	A, R, I
e) Evidence of personal professional development, including in leadership.	E	A

Attributes	Requirement	Evidence
f) Leading change and educational innovation. g) Leading on an initiative which has had an impact across the whole school. h) Working with external agencies. i) Effective improvement planning. j) Appraisal, as team leader. k) Supporting staff welfare. l) Financial management (budget area).	E E E E E E E	A, R, I A, R A, R A A, R A A, R
<u>4. Leadership & Management skills and qualities</u> a) Ability to inspire colleagues to support them in inclusive practices b) Ability to develop a clear strategic vision and direction for areas of responsibility and translate this into practical policies and practice. c) Capable to lead and inspire teams and commitment to working as a team player. d) Ability to manage the process of change effectively. e) Ability to delegate to others while retaining a monitoring role. f) Ability to contribute to the enrichment and enhancement of pupils' education. g) Model a strong work ethic and high professional and personal standards. a) Ability to articulate a sound educational philosophy consistent with St George's aims and values.	E E E E E E E E	I, R I, R I, R A, R A, R A, R I, R A, I
<u>5. Other Skills and Qualities</u> a) Effective organisation and administrative skills, including the use of ICT. b) Ability to build positive and constructive relationships with students and inspire them to high aspirations c) Excellent written, verbal and interpersonal communication skills d) Ability to communicate with, and relate well to a variety of stakeholders including pupils, staff, parents, governors, the community and external agencies. e) Resilience, the ability to work effectively under pressure in order to meet a range of deadlines across a complicated work schedule. f) Enthusiasm and flexibility. g) A firm, fair and appropriate approach to dealing with pupil issues. h) A commitment to plan and deliver whole-school activities such as parent meetings, staff CPD and assemblies. i) Capacity for hard work (and good humour) under pressure k) An excellent record of attendance and punctuality l) A commitment to attending school events and involvement in the wider life of the school.	E E E E E E E E E (D) E E E	I, R I, R A, I, R A, I, R I, R I, R R I, R A I, R I, R A, R A