

Person Specification – Assistant Head

This person specification is related to the requirements of the post as determined by the job description.

Professional Qualifications

- | | |
|---|---|
| 1. Qualified Teacher Status | E |
| 2. First Degree or Equivalent | E |
| 3. Evidence of further professional development | E |

Knowledge & Understanding

- | | |
|--|---|
| 4. Substantial primary teaching experience | E |
| 5. Experience of whole-school curriculum management leading to school improvement | E |
| 6. Excellent classroom practitioner | E |
| 7. A strong commitment to inclusion with high expectations for all learners | E |
| 8. Highly successful experience of leading and managing whole school developments in a number of areas regarding teaching & learning and raising standards of attainment and achievement across the school | E |
| 9. Able to talk about characteristics of effective primary teaching and learning strategies used to raise pupil attainment and achievement | E |
| 10. Good understanding and use of assessment, including target setting and tracking | E |
| 11. Understanding of effective techniques and policies for behaviour management | E |
| 12. Knowledge and experience of up to date developments in IT and E-Learning for teaching and management purposes | E |
| 13. A good understanding of the requirements of transition between key stages | E |

Leadership and Management

- | | |
|--|---|
| 14. Senior leadership and management experience | E |
| 15. A good understanding of whole school issues | E |
| 16. Experience of planning for change, development and improvement | E |
| 17. The ability to set high and clear expectations, to hold others accountable for performance and the contributions they make to the school community | E |
| 18. Ability to set & meet challenging targets, for pupils and the school, and to enable others to do this | E |
| 19. Ability to analyse, prioritise and meet deadlines | E |
| 20. Experience of conducting staff induction, mentoring and performance management | E |
| 21. Experience of whole school self review and evaluation | E |
| 22. Knowledge of the role of Governors | D |
| 23. Able to demonstrate leadership qualities and people management skills | E |

24. Able to motivate, promote good relationships and effectively communicate with all stakeholders	E
25. Experience of having led whole school initiatives	E
26. Commitment to supporting community/external agencies involvement in school	E
27. Commitment to safeguarding and promoting the welfare of children	E
Personal Qualities	
28. Creative, enthusiastic and proactive, keen to embrace new ideas and challenges	E
	E
29. Approachable, caring and empathetic	
30. Works well as part of a team	E
31. Flexible, listens and is prepared to seek advice and support	E
32. Demonstrates a concern for the pastoral & spiritual welfare of all in the school	E
33. Committed to continuing professional development for self and others	E
34. Committed to active parental involvement	E
35. Able to deal sensitively with people and resolve conflict	E
36. Commitment to making learning fun	E