

St. Mary's C of E Primary School
Person Specification

Post: Assistant Head Teacher

School: St Mary's C of E Primary School

Note to Applicants

Listed below are the requirements that are considered necessary for the post. In your application please address at this stage all the areas identified as application or application/interview giving clear examples of how you have undertaken tasks in your current and previous experience which illustrate clearly that you have the relevant experience, abilities, skills and knowledge for the post.

When setting out your application, please cross refer to the numbers of the item on the person specification which you are addressing. It may be possible to cross reference several numbers to an area that you are addressing. As a broad guideline, the length of your letter of application should be approximately 2,500 words and not exceed 3,000 words. Please do not send a curriculum vitae as this will not be considered.

Minimum Essential Requirements	Method of Assessment
1. Training Qualifications, Experience	
1.1 To be a qualified teacher	Application
1.2 To have attended recent, relevant courses or pursued other forms of professional development	Application
1.3 To have recent experience of teaching children in at least two of the following key stages – Foundation, Key Stage 1, Key Stage 2	Application
1.4 to have recent experience at middle or senior management in the primary sector of education	Application
1.5 To have a successful record of involvement in school improvement	Application
2. Personal Qualities and Beliefs	
2.1 An unwavering belief in the potential of all to learn, grow and succeed	Interview
2.2 An understanding of the role of the school and all associated with it to make a difference to the life chances of the 'whole child'	Application/Interview
2.3 A respect and support for the Christian ethos of the school as it operates in a multi faith community	Application/Interview
2.5 To show determination and drive in your work within the school	Interview
3. Competencies	
3.1 The ability to contribute to a clear, shared and evolving vision for the school whilst maintaining a positive culture for all	Application/Interview

pupils, parents and staff within the school and to contribute to guiding the strategic action to deliver that vision.	
3.2 The ability to appraise accurately the educational standards achieved in the school and the quality of the school's provision particularly in teaching and learning	Application/Interview
3.3 The ability to organise activities including those related to the Extended School and community based activities	Application/Interview
3.4 The ability to organise and encourage the professional development, capacity and capability of others through organising training, coaching, devolving responsibilities, delegation and monitoring	Application/Interview
3.5 The ability to lead , with others, the development of cross curricular activities within the school in response to the Excellence and Enjoyment agenda	Application/Interview
4. Knowledge	
4.1 Understanding of the learning, social, cultural and pastoral needs of pupils in urban schools including the application of the principles of inclusion	Application/Interview
4.2 Understanding the respective roles and need for partnership between parents, partner schools, community, governors, the local authority and multi agency working	Application/Interview
4.3 Understanding of what constitutes high quality in educational provision in all areas including achievement, attainment and pupil's spiritual, moral, social and cultural development and of the strategies necessary to ensure good behaviour and attendance.	Application/Interview
4.4 Identification and understanding of the needs of groups of children and families who may face particular challenges.	Application/Interview
5. Commitment	
5.1 To the school's inclusion practice including the school's equal opportunities practice.	Application/Interview
5.2 To developing additional needs provision	Application/Interview
5.3 To developing the role of parents/carers in their children's Education	Application/Interview
5.4 To promote the school as part of the community	Application/Interview
5.5 To supporting the role of governors in the leadership and management of the school.	Application/Interview

5.6 To the development of the professional effectiveness of all staff including themselves	Application/Interview
5.7 A willingness to respond flexibly to changes in roles and responsibilities	Application
5.8 To uphold the school's 'No Smoking' policy	Application