

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post.

You should demonstrate on your **application form** how you meet each of the following essential criteria. Please ensure that you address each one of the criteria as this will be used to assess your suitability for the post.

Service Area: Children's Services		DIVISION: Children's Services
		UNIT: Early Years
Post Title: Assistant Headteacher		Grade: L1-L3
REQUIREMENTS		
	EDUCATION AND EXPERIENCE	A/I/T*
E1	Qualified teacher status	A/I
E2	Substantial successful experience of teaching and leading practice in early years, preferably including children from birth to three.	A/I
E3	Proven experience of management of staff.	A/I
E4	Substantial experience of working with children who have additional needs	A/I
E5	Experience of working in a multi-cultural inner city setting and of teaching children for whom English is an additional language.	A/I
KNOWLEDGE, SKILLS and ABILITY		
E7	A sound knowledge of child development, early childhood education, current early years policy and issues including the importance of early intervention and integrated working.	A/I/T
E8	Excellent knowledge and understanding of the educational, developmental and health needs of children under 5 including those with SEND and how to implement the statutory learning, assessment, welfare and safeguarding requirements of the EYFS	A/I/T
E9	Knowledge and ability to meet the needs and improve outcomes for children through appropriate curriculum planning, differentiation, assessment, tracking and record-keeping.	A/I/T
E10	Ability to create and maintain a high quality learning environment which supports the development of strong characteristics of learning across all areas and in which children can thrive particularly in the areas of personal, social and emotional development and well-being.	A/I/T
E11	Ability to foster equality and promote the richness of diversity through the curriculum, in relationship with parents, and in the supervision, support and leadership of staff.	A/I/T

E12	Ability to be reflective and evaluate provision through insightful analysis of qualitative and quantitative data and initiate appropriate changes.	A/I/T
E13	Knowledge and understanding of the importance of mainstream educational inclusion for children with special educational needs.	A/I/T
E14	Ability to lead, manage and motivate staff in the development of quality education and care	A/I/T
E15	Commitment to maintaining and developing the ethos of the nursery as a partnership of children, management members, partners, parents/carers and the community	A/I/T
E16	Highly effective communication, interpersonal and emotional intelligence skills which support facilitate trust and positive relationships with staff, parents, children and partners	A/I/T
E17	Understanding of the importance of appropriate information sharing and confidentiality in supporting children's and family's well-being.	A/I/T
E18	Strong knowledge and understanding of and ability to work in accordance with local and national safeguarding procedures.	A/I/T
COMMITMENT TO EQUAL OPPORTUNITIES		
E19	Ability to adhere to the Council's Dignity for All policy.	A/I
SPECIAL REQUIREMENTS OF THE POST		
E20	This role will require you to obtain an Enhanced satisfactory clearance from the Disclosure and Barring Service formally known as the Criminal Records Bureau (CRB) Disclosure.	E
E= Essential		
*Assessed by: A= Application I= Interview T= Test		