

Person Specification

JOB TITLE:	Assistant Headteacher
DATE:	May 2025
STATUS:	Final

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
Knowledge and qualifications					
1. Qualified teacher status.	E	✓			✓
2. Evidence of personal commitment to lifelong learning.	E	✓		✓	
3. Current knowledge and understanding of national and local education policy, curriculum and management issues relating to whole school priorities.	E	✓		✓	
4. Thorough understanding of how young people learn across the primary phase and the core features of effective curriculum planning, delivery and assessment.	E		✓	✓	
5. National Professional Qualification for Senior Leaders (NPQSL) or other post-qualification educational leadership/management qualification e.g. MEd.	D	✓			✓
6. SENCO qualification or equivalent demonstratable experience.	D	✓		✓	✓
7. Knowledge and experience of the National Curriculum.	E	✓		✓	
Experience					
8. Demonstrable experience teaching across the primary phase to improve pupil outcomes.	E	✓		✓	

9. Experience of monitoring and evaluating teaching/learning, analysing data and target setting.	E	✓	✓	✓	
10. Experience of working with stakeholders, parents and the community.	E	✓		✓	
11. Demonstrable leadership experience, including evidence of developing and coaching colleagues.	E	✓		✓	
12. Able to demonstrate holding colleagues to account.	D	✓		✓	
13. Experience of contributing to whole school improvement.	E	✓		✓	
14. Experience contributing to leadership and management in a primary school and managing a core subject.	D	✓		✓	
15. Experience teaching in EYFS, KS1 and KS2 to improve pupil outcomes.	D	✓		✓	
Skills and competencies					
16. Models good practice and leads by example with integrity, positivity, creativity, resilience and clarity.	E	✓	✓	✓	
17. Demands ambitious standards and high expectations for all pupils to overcome disadvantage and advance equality.	E	✓	✓	✓	
18. Ability to work independently; showing initiative and organisational skills.	E	✓		✓	
19. Support a culture of self-evaluation and demonstrate commitment, engagement, and involvement in the school development planning process.	E	✓	✓	✓	
20. Personal drive to effectively plan workload and set priorities for self and others.	E	✓	✓		
21. Team leader who effectively manages own behaviour and relationships with others to provide appropriate support and challenge.	E		✓	✓	
22. Excellent oracy and communication skills that are effective for a range of audiences, including how best to approach difficult or sensitive issues.	E	✓	✓	✓	

23. Committed to working with other professionals to champion best practice and secure excellent outcomes for all pupils.	E	✓	✓	✓	
24. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	✓		✓	
Other					
25. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role.	E	✓			✓
26. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role.	E				✓
27. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible.	E	✓	✓	✓	