



Person Specification

JOB TITLE:	Assistant Headteacher
DATE:	October 2024
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 understand of national and local education policy, curriculum and management issues relating to Key Stage 2 and whole school priorities.	E	✓		✓	
4. Thorough understanding of how young people learn particularly from pre-school to KS1 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	✓			✓
Experience					
6. Demonstrable experience teaching in Key Stage 2 to improve pupil outcomes.	E	✓	✓	✓	
7. Experience of monitoring and evaluating teaching/learning, analysing data and target setting.	E	✓	✓	✓	

8. Experience of working with stakeholders, parents and the community.	E	✓		✓	
9. Evidence of developing and coaching colleagues.	E	✓		✓	
10. Able to demonstrate holding colleagues to account.	D	✓		✓	
11. Experience contributing to leadership and management in a primary school and managing a core subject.	D	✓		✓	
Skills and competencies					
12. Models good practice and leads by example with integrity, positivity, creativity, resilience and clarity.	E	✓	✓	✓	
13. Demands ambitious standards and high expectations for all pupils to overcome disadvantage and advance equality.	E	✓	✓	✓	
14. Support a culture of self-evaluation and demonstrate commitment, engagement and involvement in the school development planning process.	E	✓	✓	✓	
15. Personal drive to effectively plan workload and set priorities for self and others.	E	✓	✓		
16. Team leader who effectively manages own behaviour and relationships with others to provide appropriate support and challenge.	E		✓	✓	
17. Excellent oracy and communication skills that are effective for a range of audiences including how best to approach difficult or sensitive issues.	E		✓	✓	
18. Committed to working with other professionals to champion best practice and secure excellent outcomes for all pupils.	E	✓	✓	✓	
19. 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					
20. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role.	E	✓		✓	✓

21. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role.	E				✓
22. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible.	E	✓	✓	✓	