

PERSON SPECIFICATION: ASSISTANT HEADTEACHER

Assistant Headteachers will ideally meet the following requirements:

Qualification and Experience	Essential	Desirable
Qualified teacher status for a minimum of 5 years.	X	
Further professional development/qualification re: addressing the needs of Communication and Interaction/ASD.		X
Professional development in preparation for a leadership role.	X	
Experience of teaching children within the anticipated needs range of Westfield School.	X	
Line management experience.	X	
Involvement in school self-evaluation and development planning.		X
Active membership of the school management team.	X	
Leading an aspect of school improvement.	X	
Strategic Development	Essential	Desirable
Able to work constructively, to establish positive and effective collaborations in partnership with stakeholders, external agencies and the local community.	X	
Experience of whole school data analysis, tracking and planning.		X
Experience of school self-assessment and improvement planning to secure effective teaching/learning and raise standards.		X
Leadership and Management	Essential	Desirable
Experience as a manager within school, leading, motivating and managing staff effectively and working as a team member.	X	
Ability to self-motivate, use initiative and lead pro-actively.	X	
Good organisational skills and the ability to have a flexible and adaptable approach.	X	
Effective listening, written and oral communication skills, able to lead meetings, make presentations and to communicate effectively with pupils, and all stakeholders.	X	
Able to manage time effectively.	X	
Experience of completing performance management or appraisals including the day to day line management of staff.		X
An understanding of the issues surrounding Safeguarding and experience of managing a setting where effective safeguarding practices are applied.	X	

Experience as the Designated or back-up senior person in school regarding child protection.		X
Experience of delivering and organising staff training.		X
Have achieved proven significant long term impact of an area of provision you have led.	X	
Teaching and Learning	Essential	Desirable
Proven ability to be a highly effective class teacher.	X	
Understanding of high-quality teaching, and the ability to model this for others and support others to improve.	X	
Proven ability in the use of information and communication technologies and of their application in teaching.	X	
Proven ability in the use of information and communication technologies and of their application in managing whole- school data in order to improve the quality of pupil outcomes and to enhance planning and school development.	X	
Skills and Knowledge	Essential	Desirable
Understanding of school finances.		X
Ability to communicate a vision and inspire others.	X	
Personal Qualities	Essential	Desirable
Effective communication and interpersonal skills.	X	
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.	X	
A positive, enthusiastic individual loyal to the school and proud of its achievements.	X	
Self-motivated, able to build effective working relationships able to inspire and motivate others.	X	
A team player.	X	
A 'can-do' attitude with a flexible and positive approach to whole school leadership.	X	
Ability to analyse, prioritise and meet deadlines.	X	
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Commitment to maintaining confidentiality at all times.	X	
Commitment to safeguarding and equality.	X	