

# St John's Church of England School

## PERSON SPECIFICATION

**Post Title:** Assistant Headteacher

**Leadership Range:** L4 – L8

**Responsible to:** Headteacher

**Responsible for:** Raising standards in Teaching and Learning  
Designated Safeguarding lead

	Essential Criteria	Desirable Criteria
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>Q.T.S.</li> </ul>	
<b>Knowledge</b>	<p>Knowledge of:</p> <ul style="list-style-type: none"> <li>Primary Curriculum and Pupils' Developmental Learning</li> <li>Current Ofsted Framework</li> <li>Effective use of data for individual pupil target setting, tracking and assessment for learning</li> <li>The process and importance of school self evaluation</li> <li>A Range of Learning Strategies across Primary education</li> </ul>	<p>In addition the Assistant Headteacher might have experience of the following:</p> <ul style="list-style-type: none"> <li>S.E.N. Inclusion</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Successful Leadership</li> <li>Able to play an active part in the strategic development of the school</li> <li>Recent &amp; relevant Primary classroom experience (across 2 key stages)</li> <li>Leading &amp; managing staff successfully</li> </ul>	<p>In addition the Assistant Headteacher might have experience of the following:</p> <ul style="list-style-type: none"> <li>Working with Governors</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Excellent leadership &amp; motivational skills</li> <li>Able to work effectively as a member of the Leadership team</li> <li>Ability to monitor and evaluate teaching and learning, providing appropriate intervention strategies to support school improvement</li> <li>Able to initiate and implement Action Plans that are effective in raising attainment/achievement</li> <li>Excellent interpersonal skills</li> <li>Have a calm approach &amp; positive attitude to behaviour management</li> <li>Strong organisational and administrative skills; good use of ICT</li> <li>Ability to provide on-going professional development for staff</li> <li>Able to innovate and explore new practices, strategies and approaches to maximise pupils learning potential</li> </ul>	<p>In addition the Assistant Headteacher might have experience of the following:</p> <ul style="list-style-type: none"> <li>Wide range of Primary School experiences</li> <li>Experience of Managing Change</li> <li>Experience of coaching/mentoring</li> </ul>

	Essential Criteria	Desirable Criteria
Other Requirements	<ul style="list-style-type: none"><li>○ Creative, energetic and enthusiastic</li><li>○ Dynamic, hardworking and innovative</li><li>○ High expectations of learners</li><li>○ Understand the complex learning needs of children and provide appropriate learning experiences</li><li>○ Commitment to own professional development and training</li><li>○ Commitment to the school's Christian ethos</li></ul>	<ul style="list-style-type: none"><li>○ Vision for new opportunities for learning within a new environment</li><li>○ Experience of working in a CE school</li></ul>