

Assistant Headteacher Person Specification

Training and Qualifications				
	Essential/ Desirable	Application	Interview	Reference
Qualified Teacher Status	E	<input type="checkbox"/>		
Postgraduate level qualification	D	<input type="checkbox"/>		
NPQH qualification or willingness to study for NPQH	D	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence of continuing professional development relating to school leadership and management	E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Experience				
	Essential/ Desirable	Application	Interview	Reference
Substantial, successful teaching experience	E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Successful experience in a leadership and management role with proven impact	E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaching experience across the key stages	D	<input type="checkbox"/>	<input type="checkbox"/>	
Experience of teaching in more than one school	D	<input type="checkbox"/>	<input type="checkbox"/>	
Experience as a senior leader	D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategic Leadership				
	Essential/ Desirable	Application	Interview	Reference
Ability to articulate and share a vision of education within the context of the school's aims	E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to inspire and motivate staff, pupils, parents and governors to achieve the aims of the school	E		<input type="checkbox"/>	<input type="checkbox"/>
Evidence of successful strategies for planning, implementing, monitoring and evaluation of school improvement	D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these	E	<input type="checkbox"/>	<input type="checkbox"/>	
Knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all pupils	E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understanding of and commitment to promoting and safeguarding the welfare of pupils	E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of the role of the Governing Body	D		<input type="checkbox"/>	
Evidence of having successfully translated vision into reality at whole school level with proven impact	E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Teaching and Learning				
	Essential/ Desirable	Application	Interview	Reference
Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils	E	<input type="checkbox"/>	<input type="checkbox"/>	
A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning	E	<input type="checkbox"/>	<input type="checkbox"/>	
Experience of effective monitoring and evaluation of teaching and learning	E	<input type="checkbox"/>	<input type="checkbox"/>	
Secure knowledge of statutory requirements relating to	E	<input type="checkbox"/>	<input type="checkbox"/>	

the curriculum and assessment				
Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management	E	□	□	
Promoting SMSC of pupils across the curriculum	E	□	□	
Understanding of successful teaching and learning across the entire curriculum and all key stages	D	□	□	
Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to behaviour management	D	□	□	□

Leading and Managing Staff				
	Essential/ Desirable	Application	Interview	Reference
Experience of working and leading staff teams	E	□	□	□
Ability to delegate work and support colleagues in undertaking responsibilities	E	□	□	
Experience of staff appraisal and supporting the professional development of colleagues	E	□	□	
Understanding of effective budget planning and resource deployment	E	□	□	
Leadership of middle management	E	□	□	
Experience of working with Governors to enable them to fulfil whole school responsibilities	D	□	□	
Successful involvement in staff recruitment, appointment and induction	D	□	□	
Understanding of how financial and resource management enable a school to achieve its educational priorities	D	□	□	

Accountability				
	Essential/ Desirable	Application	Interview	Reference
Ability to communicate effectively, orally and in writing to a range of audiences e.g. staff, pupils, parents, governors	E	□	□	
Experience of effective whole school self-evaluation and improvement strategies	D	□	□	□
Ability to provide clear information and advice to staff and governors	E	□	□	
Secure understanding of current practice in performance management including capability	D	□	□	
Willingness to have difficult professional conversations as appropriate	E	□	□	
Experience of presenting reports to governors	D	□	□	
Understanding the criteria for the evaluation of finance and budgets	D	□	□	
Leading sessions to inform parents	D	□	□	
Experience of offering challenge and support to improve performance	D	□	□	□

Skills, Qualities and Abilities				
<ul style="list-style-type: none"> • Ability to build and maintain good relationships • High quality teaching skills • Value all children and committed to the development of the whole child • Committed to inclusion • Support the school values and ethos 				

- Flexibility and sees all challenges as opportunities
- High expectations of pupils' learning and attainment
- Strong commitment to school improvement and raising achievement for all
- Ability to remain positive and enthusiastic when working under pressure
- Ability to organise work, prioritise tasks, make decisions and manage time effectively
- Empathy with children and adults
- Good judgement
- Energy and enthusiasm
- Good communication skills
- Good interpersonal skills
- Integrity and loyalty
- Stamina and resilience
- A good sense of humour
- Effective ICT skills