**Assistant Headteacher**

**Person Specification**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Expertise** | **Essential** | **Shortlisting** | **Interview** | **Presentation** | **Task** |
| 1. **Qualifications**
 | \***Qualified teacher status** | ✓ |  |  |  |
| Evidence of continuing professional development or further professional study  | ✓ | ✓ |  |  |
| 1. **Experience**
 | **\*Successful experience as a middle leader in a primary school** | ✓ | ✓ |  |  |
| Successful teaching experience across the key stages | ✓ |  |  |  |
| Successful experience of working in a multicultural environment. | ✓ | ✓ |  |  |
| 1. **Strategic Direction and Development of the School**
 | **\*Ability to provide clear educational direction and lead by example.**  | ✓ | ✓ | ✓ |  |
| **\*Ability to formulate aims, policies and plans and monitor, evaluate and review the impact of these.** | ✓ | ✓ | ✓ |  |
| **\*Successful experience of organising, promoting and evaluating curriculum development across a range of subjects and concerns, and with regard to methodology as well as content.** | ✓ | ✓ | ✓ |  |
| Knowledge of current education developments and statutory requirements |  | ✓ |  |  |
| Experience of involvement with the School Evaluation Form and a school’s Ofsted action plan leading to improvement strategies. | ✓ | ✓ |  |  |
| 1. **Leading and Managing Staff**
 | **\*Ability to lead and motivate all staff and support them in their work** | ✓ | ✓ |  |  |
| **\*Ability to work closely with and support the headteacher and deputy in achieving the school’s aims** | ✓ | ✓ |  |  |
| Ability to support effective communication between the head and others within the school’s community |  | ✓ |  | \* |
| Experience of leading in service training for staff | ✓ |  |  |  |
| Ability to plan, allocate, delegate support and evaluate work undertaken by groups, teams and individuals. | ✓ | ✓ |  | \* |
| Ability and willingness to accept delegated powers and act on them. | ✓ | ✓ |  |  |
| 1. **Standards**
 | **\*Ability to support the head and governors in setting and achieving challenging targets for the school, teachers and pupils**  | ✓ | ✓ |  |  |
| Ability to contribute to the collection, analysis and use of data on pupils’ progress and performance to raise standards |  | ✓ | ✓ |  |
| Evidence of raising standards and achievement. | ✓ | ✓ | ✓ |  |
| 1. **Teaching and Learning**
 | **\*Understanding of the principles of effective learning and the ability to promote a culture of learning throughout the school** | ✓ | ✓ |  |  |
| **\*Successful experience of monitoring, evaluating and improving the quality of teaching and learning**  | ✓ | ✓ |  |  |
| **\*Experience of promoting the personal, social, moral, cultural and spiritual development of pupils**  | ✓ | ✓ |  |  |
| Understanding of the principles of good curriculum provision. | ✓ | ✓ |  |  |
| Understanding of the role of assessment in children’s learning | ✓ | ✓ |  |  |
| 1. **Ethos and Inclusion**
 | **\*Understanding of the factors which create barriers to learning and ability to implement appropriate strategies for reducing inequalities and promoting social inclusion** | ✓ | ✓ | ✓ |  |
| Ability to support the Headteacher in creating and maintaining good behaviour and discipline |  | ✓ |  |  |
| 1. **Relationship with Parents and the Wider Community**
 | **\*Successful experience of creating and maintaining effective partnerships with parents, to support pupils’ learning** | ✓ | ✓ |  |  |
| Successful experience of establishing community links; experience of networking. | ✓ | ✓ | ✓ |  |
| 1. **Deployment of Staff and Resources**
 | Ability to effectively support staff. | ✓ |  |  |  |
| Some experience of managing and monitoring a budget | ✓ |  |  |  |
| 1. **Other Skills and Abilities**
 | **\*Ability to manage time well and work under pressure to deadlines** | ✓ | ✓ |  |  |
| **\*Effective ICT skills** | ✓ |  | ✓ |  |
| **\*Effective interpersonal, communication and presentation skills** | ✓ | ✓ | ✓ |  |
| **\*Resilience, flexibility and ability to retain a sense of perspective**  |  | ✓ |  |  |
| **Must be able to show empathy and good emotional intelligence.** |  |  |  |  |
| Ability to write clearly and accurately and communicate effectively with an appropriate sense of audience | ✓ |  |  | \* |