

Personal Specification – Assistant Headteacher

Attributes	Essential	Desirable	How identified
1. Qualifications	<ul style="list-style-type: none"> • QTS 	<ul style="list-style-type: none"> • Masters Degree/NPQML/NPQSL/Other leadership training 	Application form
2. Experience	<ul style="list-style-type: none"> • Clear evidence of outstanding teaching over time • Successful leadership as an Assistant Headteacher or Middle Leader • Successful leadership of change in a school setting • Effective line management of staff • Experience of safeguarding students 	<ul style="list-style-type: none"> • Involvement in school self-evaluation and improvement planning • Experience of working effectively with parents • Experience of reporting to leaders and Governors • Experience of supporting colleagues in schools • Experience of delivering CPD in schools. • Experience of working in an ethnically diverse school 	Application form Supporting letter Selection process References
3. Skills and knowledge	<ul style="list-style-type: none"> • A clear understanding of how to drive school improvement • An ability to use student data to identify trends and patterns, and to direct interventions • An ability to challenge students and staff effectively • A strong understanding of what makes highly effective teaching, and the ability to model this for others • A clear understanding of how effective assessment supports for students' learning • The ability to communicate effectively • An understanding of strategies to reduce staff workload 	<ul style="list-style-type: none"> • An understanding of national and international research on improving achievement • Experience of successfully leading intervention strategies • Knowledge of strategies to support disadvantaged students • Knowledge of our school's local community 	Supporting letter Selection process
4. Personal qualities	<ul style="list-style-type: none"> • A passion to make a difference to young people's lives through education • Ability to work under pressure and prioritise effectively • Ability to build effective working relationships • Enthusiastic, resilient & solution focused • An effective team member, who works well with other people • An ability to build effective teams and motivate others • To like young people and to be liked by them • Ability to commit to long hours and occasional weekends • A commitment to safeguarding and equality • Confident using modern technologies • Sense of humour 	<ul style="list-style-type: none"> • Aspiration for further promotion 	Supporting letter Selection process References
5. Other	<ul style="list-style-type: none"> • Application form completed in full • Letter of application (max 2 sides A4, font 11) • Enhanced DBS disclosure • Satisfactory health check 		Application School checks

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