



Person Specification:
Assistant Headteacher

	Attributes	Essential	Desirable
Qualifications & Training	Qualified teacher status	✓	
	Evidence of further profession development in leadership & management	✓	
Experience	Successful experience in a leadership position		✓
	Outstanding teacher with a proven track record of raising standards	✓	
	Substantial teaching experience of effective teaching in more than one primary key stage		✓
	Experience of line managing colleagues		✓
	Experience in leading teaching & learning across at least one key stage	✓	
	Experience and appreciation of the educational needs of pupils from a wide range of backgrounds	✓	
	Experience of leading whole school CPD	✓	
	Experience of working in partnership with other schools	✓	
	Curriculum leadership in one or more core subjects		✓
	Experience of working with a Governing Body		✓
	Experience of working with the Opening Worlds Curriculum		✓
Professional knowledge & understanding	Sound understanding of current educational developments	✓	
	Knowledge & understanding of the principles and strategies of school improvement	✓	
	Ability to plan and think strategically	✓	
	Knowledge & understanding of personnel management issues	✓	
	Knowledge of role of the Governing Body	✓	
	Awareness of strategic financial planning, budgetary management and principles of best value		✓
	Experience of whole-school curriculum management leading to school improvement	✓	
	Outstanding classroom practitioner	✓	



	A strong commitment to inclusion with high expectations of all learners	✓	
	Highly successful experience of leading and managing whole school developments in a number of areas regarding teaching & learning and raising standards of attainment and achievement across the school	✓	
	Able to talk about characteristics of effective primary teaching and learning strategies used to raise pupil attainment and achievement	✓	
	Good understanding and use of assessment, including target setting and tracking	✓	
	Understanding of effective techniques and policies for behaviour management	✓	
	A good understanding of the requirements of transition between key stages	✓	
Leadership & management	Effective middle leadership and management experience	✓	
	A good understanding of whole school issues	✓	
	Experience of planning for change, development and improvement	✓	
	The ability to set high and clear expectations, to hold others accountable for performance and the contributions they make to the school community	✓	
	Ability to set & meet challenging targets for pupils and the school, and to enable others to do this	✓	
	Ability to analyse, prioritise and meet deadlines	✓	
	Experience of conducting staff induction, mentoring and performance management	✓	
	Experience of whole school self-review and evaluation	✓	
	Commitment to safeguarding and promoting the welfare of children	✓	
	Able to demonstrate leadership qualities and people management skills	✓	
	Able to motivate, promote good relationships and effectively communicate with all stakeholders	✓	
	Experience of having led whole-school initiatives	✓	
Commitment to supporting community/external agencies involvement in school	✓		
Skills & qualities	Fluent and effective communicator (to staff, parents, governors)	✓	
	Ability to manage and promote the spiritual, social, moral and cultural development of pupils	✓	
	Be able to demonstrate impact of current leadership role	✓	
	Can inspire and lead	✓	



	Self-motivated and hard-working	✓	
	Ability to forge strong links with staff, parents and the wider community	✓	
	Evidence of excellent punctuality and attendance	✓	
	A good sense of humour	✓	
	Creative, enthusiastic and proactive, keen to embrace new ideas and challenges	✓	
	Approachable, caring and empathetic	✓	
	Works well as part of a team	✓	
	Flexible, listens and is prepared to seek advice and support	✓	
	Committed to continuing professional development for self and others	✓	
	Able to deal sensitively with people and resolve conflict	✓	