



Burleigh Primary School

Person Specification for Assistant Headteacher

Qualifications

Essential

- Qualified Teacher Status / Post Graduate Certificate of Education
- Evidence of continuing and relevant professional development
- Recent safeguarding training

Experience

Essential

- At least 4 years successful teaching experience in the primary age range
- Outstanding classroom practitioner
- Substantial knowledge and understanding of teaching and learning
- Experience of leading a phase, key stage or core subject within the primary age range

Desirable

- Experience of working with and involving governors, parents and the wider school community
- Experience of teaching in more than one key stage

Leadership skills

Essential

- An unwavering desire to be part of a team that is aspiring to lead the school to Outstanding
- An exemplary role model with ***a proven track record*** of developing others and raising achievement
- Ability to inspire, lead and motivate staff and pupils
- Ability to build and lead an effective team and to hold people to account for their role within the team
- An ability to deal with all people sensitively and effectively
- Ability to deputise for the headteacher / deputy headteacher in their absence

Desirable

- Experience of effectively managing performance appraisal for a group of staff
- Experience of successfully leading a number of whole school initiatives resulting in improved outcomes for children

Teaching and Learning

Essential

- Sustained outstanding teaching practice
- Excellent classroom behaviour management
- Successful proven experience of leading, implementing and monitoring whole school policy for all areas of a core subject, phase or key stage
- Experience and ability as a mentor and coach to other teachers / TAs
- Knowledge and understanding of how to use data to set targets for improvement
- Up to date knowledge and understanding of assessment, and wide-ranging techniques for undertaking formative assessment and 'scaffolding'
- Experience teaching Year 5 and / or Year 6

Desirable

- The ability to analyse data on a whole school level, setting improvement objectives for each year group
- An ability to organise group interventions (especially for Disadvantaged pupils) on a whole school level and record via year group provision maps

Personal attributes and skills

Essential

- Must be dedicated and resilient (ideally with a good sense of humour)
- Must be passionate about education and life-long learning
- Must be passionate about pursuing our route to Outstanding
- Ability to communicate clearly to a range of audiences and take into account the views of others
- Good listening skills
- Ability to prioritise and manage work effectively under pressure and meet deadlines
- Motivation to act as an outstanding role model to others
- Demonstrate the ability to build and sustain effective relationships with pupils, staff parents and governors
- A willingness to contribute and be part of the wider life of the school