



PERSON SPECIFICATION – Assistant Headteacher

Qualifications	Essential	Desirable
Degree and Qualified Teacher Status	✓	
Enhanced DBS	✓	
Ongoing CPD portfolio	✓	
Further professional qualifications		✓
Experience, skills and knowledge	Essential	Desirable
Experience of teaching a wide age range	✓	
Experience of teaching from Year 5 to Year 8		✓
Work in at least two previous schools		✓
Effective communicator with children, staff, Governors and parents	✓	
Experience as a team player, leading colleagues in curricular development	✓	
Evidence of having successfully managed change within a curriculum area	✓	
Experience of implementing a range of strategies to raise student achievement, with evidence of success	✓	
Proven track record of managing and implementing change in relation to teaching practices, standards, disciplines and student behavioural issues		✓
Understanding the role of the Governing Body		✓
Experience in fostering good relationships between all members of the school community	✓	
A sound understanding of current educational issues (SATs, SMSC, Assessment including Pupil Premium, Monitoring and Evaluation, New Frameworks, New National Curriculum and implications for school)	✓	
An understanding of the new OFSTED Inspection Framework and School Self Evaluation		✓
Very effective classroom practitioner – consistently judged to be outstanding	✓	
Successful experience as a co-ordinator in at least one core curriculum area		✓
An understanding of the ways children learn and how individual needs may be assessed and met	✓	
An understanding of enabling and supporting staff	✓	
Continued professional development with recent relevant in-service training	✓	
A competent user of ICT	✓	



Encouraging
Nurturing
Respectful
Inspiring
Creative
Happy

Personal qualities	Essential	Desirable
A sound primary and secondary school philosophy that values each child	✓	
Ability to motivate and inspire pupils and staff	✓	
Ability to coach colleagues to improve their performance	✓	
A commitment to maintaining and developing sporting and other non-curricular activities in the school		✓
A positive attitude	✓	
Well-developed time management, delegation and administrative skills	✓	
An ability to stand back from situations and to appreciate wider implications		✓
Professional loyalty	✓	
Personal stamina	✓	
Sense of humour	✓	