



KINGS LANGLEY SCHOOL PERSON SPECIFICATION

POST TITLE: Assistant Headteacher

DATE: April 2018

	CATEGORY/ITEM	ESSENTIAL	DESIRABLE	EVIDENCE	WEIGHTING High = 2 Low = 1
	Experience				
1	Prior experience of challenging, developing and enhancing the teaching practice of others.	✓		AF/I	2
2	Prior experience as a senior or middle leader for at least 3 years.	✓		AF/I	2
3	Previous track record of excellence in the classroom.	✓		AF/I	2
4	Prior experience of monitoring teacher effectiveness with regard to standards and outcomes.	✓		AF/I	2
5	Evidence of managing successful change initiatives within the education setting.	✓		AF/I	2
6	Prior experience of curriculum development.	✓		AF/I	1
7	Prior experience of supporting and managing others in the development of strategies and interventions to raise students' achievement.		✓	AF/I	1
8	Prior experience of working with parents and the wider community.		✓	AF/I	1
	Education and Training				
9	Appropriate degree or equivalent.	✓		AF	2
10	Qualified Teacher Status.	✓		AF	2
11	Evidence of recent personal and professional development.	✓		AF/I	2

	Knowledge				
12	Good understanding of the requirements for effectively monitoring teacher effectiveness and measuring standards and outcomes.	✓		AF/I	2
13	Sound understanding of the requirements of Safeguarding and Child Protection legislation.	✓		AF/I	2
14	A thorough understanding of the nature of learning and its implications for the development of effective teaching and behaviour strategies.	✓		AF/I	2
15	An understanding of value-added measurement and benchmark data as tools for improving standards of students' attainment and achievement.	✓		AF/I	2
16	An understanding of up-to-date educational developments, nationally.	✓		AF/I	1
17	An understanding that evidence based research and investigation is crucial in developing effective solutions.	✓		AF/I	1
	Skills/Aptitudes				
18	Ability to monitor teacher effectiveness with regard to standards and outcomes.	✓		AF/I	2
19	Ability to delegate within appropriate parameters and hold people accountable for that delegated responsibility.	✓		AF/I	2
20	Ability to effectively manage change initiatives.	✓		AF/I	2
21	Ability to effectively manage a team.	✓		AF/I	2
22	Ability to think critically, flexibly and positively In the face of complex issues.	✓		AF/I	2
23	Ability to perceive the role as part of the whole-school context and development.	✓		AF/I	2
24	Ability to communicate easily, sensitively and effectively, both orally and in writing, to a range of stakeholders within the school's	✓		AF/I	2

	internal and external communities.				
25	Ability to motive, inspire and relate appropriately to staff and students in a variety of contexts.	✓		AF/I	2
26	Ability to effectively and efficiently prioritise.	✓		AF/I	2
27	High order organisational and administrative skills.	✓		AF/I	2
Additional Requirements					
28	Demonstrate a positive team approach to work.	✓		AF/I	2
29	Committed to continuous self-improvement.	✓		AF/I	2
30	A keen sense of professionalism.	✓		AF/I	2
31	Flexible approach to work to meet the requirements of the post.	✓		AF/I	2
32	A commitment to equal opportunities and inclusion.	✓		AF/I	2
33	A commitment to high expectations for staff and students.	✓		AF/I	2
34	Able to demonstrate personal and emotional resilience in stressful situations.	✓		AF/R	2
Suitability to work with Children					
35	Valid DBS clearance.	✓		I	2
36	Valid medical clearance.	✓		I	2

AF = Application Form

R = Reference

I = Interview and related assessment documentation.