



## Person Specification for the Assistant Headteacher Leader of Learning and Achievement

### Pre-requisite

Satisfactory enhanced DBS check and references.

### Experience

- Significant successful experience of working as a key curriculum leader or head of year
- Strengths in parental partnership and development
- Evidence of being an excellent classroom practitioner across more than one key stage
- Experience as a current or recently practicing team builder/ leader/ manager
- Experience of data analysis of end of key stage, groups and overall school performance
- Experience of working with children across the primary age range
- Experience of working with parents, outside agencies, in partnerships and collaboration to secure achievement, enrichment opportunities and resources for children
- Experience of being a performance manager
- Experience of delivering training for other teachers
- Experience observing and feeding back to teaching and support staff
- Experience and understanding of designing and implementing a 21st century curriculum for 21<sup>st</sup> century learners
- Experience of curriculum development
- Experience of excellent assessment, intervention, data analysis and student performance

### Qualifications and Training

- Qualified teacher status
- Recent, relevant in-service training - particularly in relation to teaching and learning and assessment and in relation to leadership and management e.g. Leading from the Middle / NCSL

### Skills

1. Able to manage highest standards of children's behaviour in a positive way and to promote good relationships and good behaviour
2. Able to work as key team player as part of the senior leadership team and take responsibility and use initiative
3. Demonstrate highly developed interpersonal skills - able to talk effectively to children, parents, governors, external professionals and colleagues
4. Able to liaise effectively with agencies, build good working relationships and rapport with colleagues
5. Excellent written and verbal communication and able to help the school raise standards of achievement
6. Able to produce careful, accurate, positive and well written reports, policies, guidance, letters, e-mails and memos
7. Able to read and use data and to use a range of sources of evidence to make judgements and identify next steps
8. Confident in use of ICT as a teaching, learning, communication and administrative tool

9. Able to multi-task and to effectively manage a wide and extensive portfolio

### Personal Qualities & Attributes

- Creative, warm, engaging, transparent and intelligent
- Well organized, calm and very positive, confident and assuring
- Able to quickly engage and build appropriate relationships with children
- High levels of emotional literacy
- Able to lead, encourage, inspire, motivate staff
- Dependable and reliable, with an excellent record of attendance (above 95%).
- Willing to go the extra mile, have high levels of stamina, energy and determination
- Effective team leader/member and a model of professionalism
- Flexible, able to respond quickly to changes and think on your feet