



Assistant Headteacher - Person Specification

Summary of Job

As described in the job description and in the professional duties set out in the School Teachers' Pay and Conditions Document.

CRITERIA	HOW IDENTIFIED
EXPERIENCE	
ESSENTIAL	
Experience of leadership and management	Application Documents, References, Selection Process
Experience of and commitment to parent and community involvement	Application Documents, References, Interview
Excellent classroom practitioner with experience of teaching pupils with a wide range of abilities across the primary age range, including those with Special Educational Needs	Application Documents, References, Selection Process
Proven track record of raising achievement for all	Application Documents, References, Selection Process
DESIREABLE	
Experience of working with external agencies (e.g. EP, Social Services, Health Service, community)	Application Documents, References, Selection Process
QUALIFICATIONS	
ESSENTIAL	
Teaching qualifications recognised by DFE	Application Documents, References
Appropriate higher qualifications	Application Documents, References
TRAINING	
ESSENTIAL	
Evidence of continuing professional development	Application Documents, References
Evidence of supporting the CPD of others	Selection Process
DESIRABLE	
Training in school self-evaluation	Selection Process
Training for performance management	Selection Process
SPECIAL KNOWLEDGE	
ESSENTIAL	
Knowledge and understanding of the range of performance data, its analysis and use to inform future planning and development	Application Documents, References, Selection Process
Understanding and knowledge of the	Application Documents, References,

curriculum for the Foundation Stage, the National Curriculum and statutory assessment arrangements	Selection Process
Child Protection issues	Application Documents, References, Selection Process
DESIREABLE	
School self-evaluation	Application Documents, References, Selection Process
Understanding of the current Code of Practice for SEN and the principles of inclusion	Application Documents, References, Selection Process
PERSONAL CIRCUMSTANCES	
ESSENTIAL	
Flexibility of circumstances should allow some out school hours working, including evenings and weekends	Application Documents, References, Selection Process
A commitment to support a range of out of school hours activities	Application Documents, References, Selection Process
EQUAL OPPORTUNITIES	
ESSENTIAL	
Candidates should indicate a commitment to the principles of the school's Equal Rights policies and practices	Application & Interview
Personal commitment to equal rights irrespective of age, race, religion, gender, disability or sexuality	Application & Interview
Candidates should demonstrate a commitment to the principles of inclusion	
DISPOSITION AND ATTITUDE	
ESSENTIAL	
Flexible, positive, sensitive and open to the needs of children, their families and the school community including its staff	Letter of Application, References, Selection Process
Must enjoy working with children	Letter of Application, References, Selection Process
Confident to lead through example or demonstration, and able to motivate, empower, inspire both staff and pupils	Selection Process
Strength of character to promote excellence within all elements of school	Selection Process

DESIREABLE	
Prepared to work collaboratively with other schools	Letter of Application, References, Selection Process
Evidence of outside interests	
PRACTICAL AND INTELLECTUAL SKILLS	
ESSENTIAL	
Strong interpersonal skills, ability to maintain good relationships with staff, students, governors, parents, children, agencies, and others in the wider community	Letter of Application, References, Selection Process
Ability to manage change, evaluate and facilitate the professional development of staff and the progress of children to maximise their potential	Letter of Application, Selection Process
Effective oral and written communication skills, including the use and application of ICT in management tasks	Selection Test
Able to think on feet	Selection Test
Able to balance multiple priorities	
DESIREABLE	
Enthusiasm to further develop the wider curriculum (e.g. art, dance, sport, music)	