



## Person Specification: Assistant Headteacher (Teaching & Learning)

	Essential	Desirable
<b>Qualifications</b>	<p>Qualified Teacher Status</p> <p>Degree level qualification</p> <p>Evidence of involvement in INSET as a participant and as a provider</p> <p>Evidence of working at senior leadership level</p>	<p>National College for Teaching and Leadership training</p>
<b>Experience</b>	<p>The Assistant Headteacher must demonstrate experience of:</p> <p>working within a variety of different schools throughout the primary age range;</p> <p>managing a budget;</p> <p>working in partnership with parents;</p> <p>leading a curriculum area;</p> <p>leading on teaching and learning across the primary phase;</p> <p>the process of school development and improvement planning at whole school level</p> <p>use of data to support planning for school development;</p> <p>using a range of assessment procedures;</p> <p>participating in a team approach to management, including change management;</p> <p>the process of school self-evaluation;</p> <p>working in a multi-ethnic urban community.</p>	<p>In addition, the Assistant Headteacher might have experience of:</p> <p>working with children from a variety of social backgrounds;</p> <p>key involvement in the evaluation and prioritisation of elements in the School Development Plan.</p>

<b>Knowledge and Understanding</b>	<p>The Assistant Headteacher must be able to demonstrate knowledge and understanding of:</p> <p>the Primary curriculum, assessment and statutory requirements;</p> <p>the role of the leadership teams within school;</p> <p>the Ofsted Inspection Framework and the process and place of self-evaluation;</p> <p>current curriculum management and the school's role in providing for all pupils;</p> <p>the school's role in effectively providing for the needs of all pupils, including those with Special Educational Needs;</p> <p>Innovative use of ICT as a tool for learning in the primary phase;</p> <p>monitoring and assessment across key stages;</p> <p>end of Key Stage assessment requirements;</p> <p>the principles of community education and parental involvement;</p> <p>whole-school issues and their implications for financial management;</p> <p>health and safety issues relevant to the primary school;</p> <p>school policies including safeguarding and inclusion.</p>	
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<b>Skills</b>	<p>The Assistant Headteacher will be able to:</p> <p>show evidence of vision, initiative and leadership in managing change, to enhance and raise standards;</p> <p>demonstrate effective leadership in a range of contexts;</p> <p>demonstrate ability to analyse a wide range of data;</p> <p>use ICT with confidence and enthusiasm;</p> <p>plan, organise and communicate effectively, both verbally and through the written word;</p> <p>support the work of colleagues and promote staff development, with an understanding of its relevance to performance management;</p> <p>involve staff, parents and governors in the process of establishing a clear and shared set of aims, objectives and values for the school;</p> <p>show strong interpersonal skills, responding appropriately to both adults and children;</p> <p>demonstrate a calm approach and positive attitude to behaviour management.</p>	<p>In addition, the Assistant Headteacher might be able to:</p> <p>show evidence of his or her active involvement in wider community issues.</p>
<b>Personal Characteristics</b>	<p>Commitment to high standards of achievement, behaviour and social development;</p> <p>Lead by example;</p> <p>Flexible in approach and willing to learn and develop new skills;</p> <p>Ability to manage change sensitively;</p> <p>Calm approach;</p> <p>Ability to organise themselves and others;</p> <p>Effective time management strategies;</p> <p>Ability to demonstrate initiative;</p> <p>Self-motivation.</p>	