



Person Specification: Assistant Headteacher (Teaching & Learning)

	Essential	Desirable
Qualifications	<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>
Experience	<p>The Assistant Headteacher must demonstrate experience of:</p> <ul style="list-style-type: none">working within a variety of different schools throughout the primary age range;managing a budget;working in partnership with parents;leading a curriculum area;leading on teaching and learning across the primary phase;the process of school development and improvement planning at whole school leveluse of data to support planning for school development;using a range of assessment procedures;participating in a team approach to management, including change management;the process of school self-evaluation;working in a multi-ethnic urban community.	<p>In addition, the Assistant Headteacher might have experience of:</p> <ul style="list-style-type: none">working with children from a variety of social backgrounds;key involvement in the evaluation and prioritisation of elements in the School Development Plan.

Knowledge and Understanding

The Assistant Headteacher must be able to demonstrate knowledge and understanding of:

- the Primary curriculum, assessment and statutory requirements;
- the role of the leadership teams within school;
- the Ofsted Inspection Framework and the process and place of self-evaluation;
- current curriculum management and the school's role in providing for all pupils;
- the school's role in effectively providing for the needs of all pupils, including those with Special Educational Needs;
- Innovative use of ICT as a tool for learning in the primary phase;
- monitoring and assessment across key stages;
- end of Key Stage assessment requirements;
- the principles of community education and parental involvement;
- whole-school issues and their implications for financial management;
- health and safety issues relevant to the primary school;
- school policies including safeguarding and inclusion.

<p>Skills</p>	<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>
<p>Personal Characteristics</p>	<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>	