



## PERSON SPECIFICATION – ASSISTANT HEADTEACHER

To carry out the responsibilities of this post effectively, the Assistant Headteacher will require the following qualifications, leadership, management and personal skills, attributes and experience.

Requirements	Essential	Desirable
<b>Qualifications</b>	<p>QTS.</p> <p>Educated to degree level.</p> <p>Evidence of personal commitment to CPD.</p>	<p>Leadership course attended within last two years.</p> <p>Designated Person for Child Protection training.</p>
<b>Leadership</b>	<p>Experience of middle management in a primary school.</p> <p>Experience of leading a whole school initiative and managing change.</p>	<p>Experience of leading a KS1 or KS2 team.</p> <p>Have a sensitive approach to the implementation and management of change.</p>
<b>Management</b>	<p>Be able to monitor and assess the quality of the work of all staff, giving encouragement and support as required.</p> <p>Be able to coach and mentor individuals, to challenge and inspire them and lead by example.</p> <p>Have experience of building and sustaining effective working relationships with staff, parents, and other stakeholders.</p> <p>To plan, prioritise, organise, delegate and co-ordinate own work, and that of other staff.</p> <p>Evidence of developing school policies, schemes of work and action plans.</p> <p>Have a clear understanding of, and commitment to safeguarding procedures.</p>	<p>Have a commitment to the professional development all staff.</p> <p>Governance experience or experience working with governors.</p> <p>Have experience of performance management procedures with both teaching and non-teaching staff.</p>

<p><b>Professional competence</b></p>	<p>An excellent and innovative classroom practitioner, with experience of teaching a range of age groups, including KS1.</p> <p>Commitment to inclusive practice.</p> <p>Experience of leading a curriculum or management area across the entire Primary age range.</p> <p>Have the analytical skills necessary to assess and make informed use of information and data derived from a variety of sources, including self-evaluation.</p> <p>Knowledge and understanding of positive behaviour strategies and dealing with specific behavioural issues.</p> <p>Strong ICT skills</p>	<p>Experience of working in EYFS, KS1 and KS2.</p> <p>Experience of leading more than one curriculum or management area across the entire Primary age range.</p>
<p><b>Communication</b></p>	<p>Have excellent inter-personal skills, both with adults and children, with the ability to communicate clearly and effectively at all levels, (both orally and in writing).</p> <p>Ability to take into account the views of others.</p> <p>Have the commitment and skills to further develop close partnership working with parents.</p> <p>Have an approachable, warm and empathetic communication style, while being able to deliver the 'hard' messages.</p>	<p>Experience of wider work supporting the extended school community.</p>
<p><b>Personal attributes</b></p>	<p>Enjoy working with children, and have a commitment to both their overall well-being and academic progress.</p> <p>Enjoy celebrating children's successes.</p> <p>Ability to think strategically and synthesise information quickly.</p> <p>Good team player,</p> <p>Have a calm, cheerful disposition, being able to cope with both successes and challenges with equanimity and humour.</p> <p>Have personal impact and presence; energy and perseverance; self confidence; reliability, enthusiasm.</p>	<p>Ability to manage time effectively and work to deadlines.</p> <p>Remain positive even under difficult circumstances.</p>