

Assistant Headteacher (Primary/Special) - Generic Person Specification

Post title:	Assistant Headteacher
School:	Primary/special school
Pay range:	
Line manager:	The headteacher and governing body
Supervisory responsibilities:	

Qualifications

1. Qualified teacher status or recognised equivalent (application form)

Experience – show evidence of

2. Recent experience of working successfully as a senior or middle leader in a school.
3. Evidence of a whole school responsibility and experience of turning policy into effective and successful practice.
4. Leadership of a significant area or phase or inclusion including responsibility for raising standards across the whole school.

Professional Knowledge

5. A clear understanding of the essential qualities necessary for effective teaching and learning.
6. Up to date knowledge of statutory regulations and guidance relating to the post.

Professional skills

Can demonstrate the ability to:

7. Analyse data, to evaluate the performance of pupil groups, pupil progress and plan an appropriate course of action for whole school improvement.
8. Review whole school systems to ensure the robust evaluation of school performance and actions to secure improvements.
9. Lead and manage a school team/s to successfully achieve agreed goals.
10. Be an effective team player that works collaboratively and effectively with others.
11. Develop and deliver effective and inspirational professional development for staff (including mentoring and coaching as appropriate).
12. Communicate effectively to a wide range of different audiences (verbal, written, using IT as appropriate).
13. Demonstrate high quality teaching strategies.
14. Support, motivate and inspire both colleagues and pupils by leading through example.
15. Contribute effectively to the work of the headteacher and senior leadership team.
16. Deal successfully with situations that may include tackling difficult situations and conflict resolution.
17. Work successfully with a range of external agencies.

Commitment

Demonstrate a commitment to:

- a. equalities
- b. promoting the school's vision and ethos
- c. high quality, stimulating learning environment
- d. relating positively to and showing respect for all members of the school and wider community
- e. ongoing relevant professional self-development
- f. safeguarding and child protection

N.B. Candidates who apply for this post will be asked to write a personal statement to show how they meet the selected criteria and how their examples demonstrate impact.