
Head Teacher: Mrs Helen Phillips; BA (Hons), PGCE, MEd, NPQEL
Deputy Head: Mrs Lisa Kay; BEd (Hons), NPQH

PERSON SPECIFICATION

Post Title: Assistant Head Teacher
Salary Scale: Leadership Scale Range (points 7-11)

Evidence Codes:
AF – Application Form
I – Interview
D - Documentation
M - Medical
R - Reference

Job Criteria				
	Essential	Source of Evidence	Desirable	Source of Evidence
Experience	Be able to demonstrate experience in the following:			
	At least 3 years of proven, strong, successful leadership and management experience in a primary school	AF/I/R		
	A proven track record of raising educational standards and maintaining improvement, to include teaching and learning	AF/I/R		
	A record of high quality classroom practice in primary schools, with at least 5 years' experience.	AF/I/R	Experience across all phases (EYFS / KS1 / KS2)	AF/I

	Evidence of leading and maintaining whole school initiatives linked to school improvement.	AF/I/R		
	Experience of leading and managing a team and of performance management.	AF/I		
	Experience of teaching pupils who have English as an additional language.	AF/I		
	Experience of successfully working with parents and the wider community.	AF/I		
Qualifications	BEd degree/PGCE/GTP or equivalent	D	NPQ qualification eg. NPQML	D
	NASENCO or SENCO NPQ, or commitment to gain it within 2 years of taking up the post	D		
	Qualified Teacher Status	D		
Skills and Knowledge	Be able to demonstrate skills and knowledge in the following:			
	Thorough knowledge and understanding of primary and early years' curriculum and pedagogical issues, including recent developments within the early years and primary phases	AF/I		
	Ability to make difficult decisions in a consultative manner with balanced judgement and emotionally intelligent approach.	I/R		
	Knowledge and understanding of relevant statutory legislation, national and local policies relating to education and area of responsibility	AF/I		
	Ability to analyse school data and use this to inform strategic decisions	I		

	Ability to lead, inspire, guide and challenge staff and pupils to raise expectations and develop their practice.	AF/I		
	A clear understanding of Performance Management for personal development and as a reviewer.	AF/I		
	Ability to encourage a collaborative learning organisation with the desire and ability to leverage good practice from elsewhere.	AF/I		
	Ability to lead, motivate and manage teams in achieving successful outcomes.	AF/I/R		
	Ability to sustain effective self-management, including good time management.	AF/I/R		
	Ability to lead and manage change effectively.	AF/I/R		
	Highly effective interpersonal and listening skills, with ability to deal calmly and effectively with people in different contexts including challenging situations.	I		
	Ability to develop and maintain good relationships with pupils, staff, parents and governors.	AF/I/R		
	An understanding of the requirements of SEN and equal opportunities across all aspects of the school's work and commitment to the development of diversity and inclusive education.	AF/I		
	Effective IT skills, including the ability to use Microsoft Office applications and current assessment systems.	AF/I		
	Thorough knowledge of safeguarding and child protection issues	AF/I		

Other factors	Ability to attend evening meetings and school events, as required. Willingness to contribute to the wider life of the school beyond the curriculum.	I		
	High expectations of all achievement and behaviour.	I		
Personal qualities	A leader who inspires trust and confidence, behaves with integrity and is prepared to accept responsibility	I/R		
	Commitment to the school and the ability to promote the school at all times as a lead professional.	I		
	Ability to effectively lead, motivate, develop and inspire staff and to encourage pupil and parental involvement.	I		
	Ability to think and plan strategically and creatively, and to prioritise.	I		
	Ability to identify and deliver high quality teaching, motivate and encourage staff to plan and deliver lessons which promote optimum learning	I		
	Drive, resilience, tenacity, energy and enthusiasm.	I/R		
	Calm and reassuring when under pressure.	I		
	A good sense of humour.	I/R		
	Committed to working as part of an effective Senior Leadership Team.	I		
Job Circumstances	Medical clearance subject to reasonable adjustments under the Equality Act 2010 (where appropriate).	M		

	Enhanced Disclosure and Barring Service (DBS) clearance.	D		
	Demonstrable recent evidence of continuous professional development and competence.	D		
Equalities	Understanding of and commitment to Inclusion and Equality in respect of pupils, governors, staff and the wider community.	I		
	Evidence of understanding of the needs of a culturally diverse community.	I		