ST. HELEN’S PRIMARY SCHOOL

SPECIFICATION FOR THE POST OF ASSISTANT HEADTEACHER

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|  | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **Application** | * Well-structured supporting letter and application
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| **Qualifications** | * QTS
* Degree
* Evidence of continued and relevant professional development
* DBS
 | * NPQML/NPQSL

OR* Further Professional Development
 | * Application
* Reference
* Certificates
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| **Experience** | * Proven excellence as a classroom teacher, meeting a range of individual needs
* Subject Leader or management responsibility in a school, demonstrating impact on raising standards
* Experience of improving the skills of other practitioners through the development of innovative learning and teaching
* Experience of leading, managing, motivating and developing staff
* Experience of promoting safeguarding procedures in school
 | * Experience of working across the Primary Age Range
* Experience of the successful, effective management of change
* Teaching in more than one school context
* Experience of impacting on the wider curriculum
 | * Application
* Task
* Interview
* References
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| **Professional Knowledge/****Understanding and general competencies** | * Excellent knowledge and understanding of learning and teaching within the Primary age range
* Up to date knowledge and understanding of current developments, pedagogy and initiatives within education, including Curriculum and Assessment
* Excellent understanding of inclusion and breaking down barriers for pupils and families
* Lead by example with integrity, creativity, resilience and clarity
* Promote an ethos and culture that is firmly rooted in professionalism and which all staff are motivated, supported and valued
* Ability to analyse and evaluate School Self-evaluation processes including the use of external and internal data in order to accurately prioritise strategic leadership objectives
* A clear vision and understanding of the needs of all pupils in order to close gaps in achievement
* Understanding and knowledge of SEND Code of Practice
* Excellent knowledge and understanding of diversity and equality requirements
* Excellent strategies for behaviour for learning
* Ability to think strategically
 | * Knowledge and understanding of the Role of the Governing Body
* Impact of initiating, developing and leading on an initiative/project beyond own school
* Knowledge and understanding of leading Performance Management
 | * Application
* Task
* References
* Interview
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| **Personal qualities, skills and characteristics** | * Evidence of being able to sustain effective working relationships with staff, Governors, parents and the wider community
* High expectations
* Ability to work to deadlines and prioritise work
* Flexibility and adaptability
* Positive approach to all work
* Enthusiasm and humour
* Integrity, honesty and openness
 |  | * Application form
* Interview
* References
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| **References** | * Recommendation from both referees
 | * Strong recommendation
 | * References
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