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 |  |  |
| **Qualifications** | * QTS * Degree * Evidence of continued and relevant professional development * DBS | * NPQML/NPQSL   OR   * Further Professional Development | * Application * Reference * Certificates |
| **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 |
| **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 |
| **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 |
| **References** | * Recommendation from both referees | * Strong recommendation | * References |