

## PERSONNEL SPECIFICATION

### POST TITLE: ASSISTANT HEADTEACHER IN UPPER ACADEMY

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Proven impact of working effectively as a senior leader in a school with evidence of success.</li> <li>Evidence of a whole school responsibility in either English or Maths and experience of turning policy into effective and successful practice.</li> <li>Experience of leading school improvement strategies with examples of proven impact.</li> <li>Experience of managing a team.</li> <li>Proven track record of excellent teaching across the curriculum.</li> <li>Experience of working with parents and the community.</li> <li>Experience of dealing with safeguarding issues and successful use of measures that promote effective safeguarding.</li> <li>Experience of acting as a Performance Management Reviewer to help staff meet targets in accordance with the school developments</li> </ul>	<ul style="list-style-type: none"> <li>Experience of teaching children from a range of backgrounds.</li> <li>Experience of leading and delivery whole school INSET sessions with evidence of proven impact.</li> <li>Recent experience of monitoring and evaluation of curriculum provision.</li> <li>Experience of preparing children for statutory assessment.</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Letter of application</li> <li>References</li> <li>Interview</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Recognised DfE teaching qualifications e.g. B.Ed, PGCE.</li> <li>Qualified Teacher status.</li> <li>Evidence of a range of recent and relevant training.</li> </ul>	<ul style="list-style-type: none"> <li>Specialist qualifications relevant to the advertised job.</li> <li>Mentor training for NQT/ITT.</li> <li>Safer Recruitment trained.</li> <li>Evidence of further study.</li> <li>Relevant training in ICT.</li> <li>Able to offer a specialism in more than one subject.</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Letter of application</li> <li>References</li> <li>Interview</li> </ul>

<b>SPECIAL KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of, and ability, to teach across the primary age range.</li> <li>• Knowledge of a cutting edge range of teaching methods to inspire primary age pupils.</li> <li>• Detailed knowledge of Assessment for Learning strategies.</li> <li>• A thorough understanding of the National Curriculum, including RE, and its assessment procedures.</li> <li>• Acute awareness of needs of young children and how they learn.</li> <li>• Specialist command of a range of subject areas across the curriculum.</li> <li>• Knowledge and understanding of principles underpinning inclusion and equality of opportunity.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of statutory assessment.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Letter of application</li> <li>• References</li> <li>• Interview</li> </ul>
<b>PRACTICAL/INTELLECTUAL SKILLS</b>	<ul style="list-style-type: none"> <li>• An excellent and innovative classroom practitioner.</li> <li>• Ability to demonstrate effective and robust data analysis, to evaluate the performance of pupil groups, pupil progress and plan an appropriate course of action for whole school improvement.</li> <li>• Review whole school systems to ensure the robust evaluation of school performance and actions to secure improvements.</li> <li>• Lead and manage a school team/s to achieve agreed goals linked to the School Development Plan.</li> <li>• Be an effective team player that works collaboratively and effectively with others.</li> <li>• Communicate effectively to a wide range of different audiences.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of interest in the development of life-long learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Letter of application</li> <li>• References</li> <li>• Interview</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop and deliver effective and inspirational professional development for staff (including mentoring and coaching of staff as and when is appropriate).</li> <li>• Support, motivate and inspire both colleagues and pupils by leading through example.</li> <li>• Contribute effectively to the work of the Headteacher and Senior Leadership Team.</li> <li>• Ability to prioritise key issues and complete tasks to timescales.</li> <li>• Deal successfully with situations that may include tackling difficult situations and conflict resolution.</li> </ul>		
<b>DISPOSITIONS AND ATTITUDES</b>	<ul style="list-style-type: none"> <li>• Commitment to raising standards for all pupils.</li> <li>• Energy and enthusiasm to reach creative solutions to problems.</li> <li>• A positive approach to personal and school development.</li> <li>• Able to take initiative.</li> <li>• Ability to inspire confidence and motivate all stakeholders.</li> <li>• Good sense of humour.</li> <li>• Commitment to CPD.</li> <li>• Commitment to a policy of equal opportunities.</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Letter of application</li> <li>• References</li> <li>• Interview</li> </ul>
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• No contrary indicators in personal or criminal record to indicate unsuitable for the post applied for.</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Letter of application</li> <li>• References</li> <li>• Interview</li> </ul>
<b>PHYSICAL</b>	<ul style="list-style-type: none"> <li>• Good health enabling appropriate attendance.</li> <li>• Ability to with stand reasonable amounts of pressure.</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Letter of application</li> <li>• References</li> <li>• Interview</li> </ul>