

Person Specification: Assistant Head Teacher

	Essential	Desirable
Qualifications/ Training	<p>Qualified Teacher status Degree level qualification</p> <p>Evidence of involvement in INSET both as a participant and as a deliverer</p>	<p>NPQSL/NPQML training</p>
Experience	<p>The Assistant Head Teacher should have experience of:</p> <p>working within the primary age range;</p> <p>strategic responsibilities in school leadership and management;</p> <p>working successfully in partnership with parents and the wider community.</p> <p>leading an area of curriculum development;</p> <p>the process of safeguarding, school development and improvement planning;</p> <p>participating in a team approach to management, including change management.</p>	<p>In addition, the Assistant Head Teacher might have experience of:</p> <p>teaching experience in more than one establishment;</p> <p>teaching experience in more than one Key Stage;</p> <p>special Educational Needs work within a Key Stage;</p> <p>working with Governors;</p> <p>working with children from a variety of social backgrounds;</p> <p>key involvement in the evaluation and prioritisation of elements in the School Improvement Plan;</p> <p>successful staff recruitment, appointment and induction.</p>

Knowledge and understanding	<p>The Assistant Head Teacher should have knowledge and understanding of:</p> <p>the role of the leadership group within school;</p> <p>the Ofsted Inspection Framework and the process and place of self-evaluation;</p> <p>current curriculum management and the school's role in providing for all pupils;</p> <p>the principles of community education and parental involvement;</p> <p>whole school issues and their implications for financial management;</p> <p>assessment and attainment tracking/analysis.</p>	<p>In addition, the Assistant Head Teacher might also have knowledge and understanding of:</p> <p>monitoring and assessment across more than one key stage</p>
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Skills	<p>The Assistant Head Teacher will be able to:</p> <p>use vision, initiative and leadership in making change, to enhance and raise standards;</p> <p>support the work of colleagues and promote staff development, with an understanding of its relevance to appraisal;</p> <p>involve staff, parents and governors in the process of establishing a clear and shared set of aims, objectives and values for the school;</p> <p>listen and respond to adults and children, using good interpersonal skills;</p> <p>take a positive attitude to behaviour management.</p>	<p>In addition, the Assistant Head Teacher might be able to:</p> <p>be prolific in many aspects of ICT;</p> <p>show evidence of his or her active involvement in a PTA or Parents' Association, or a wider community issue;</p> <p>take responsibility for management across a key stage</p>
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Personal characteristics	<p>Adaptable</p> <p>Approachable</p> <p>Calm</p> <p>Self-confident</p> <p>Self-motivated</p> <p>Demonstrate a positive attitude and the highest expectations.</p>	<p>Willingness to further their own CPD by e.g. undertaking NPQH</p>
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