



PERSONNEL SPECIFICATION

POST TITLE: ASSISTANT HEADTEACHER IN UPPER ACADEMY

(with responsibility for Standards and Achievement in Years 5 to 6 including Year 7 transition, with curriculum developments/enhancements as a specialism)

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<ul style="list-style-type: none"> • Proven impact of working effectively as a leader in a school with evidence of success. • Proven track record of excellent teaching across the curriculum in upper KS2 (years 4, 5 and 6). • Experience of managing transition into Year 7. • Evidence of whole school responsibility in the wider curriculum with secure subject knowledge and experience of turning policy into effective and successful practice. • Experience of leading school improvement strategies with examples of proven impact. • Experience of managing a team. • Experience of working with parents and the community. • Experience of dealing with safeguarding issues and successful use of measures that promote effective safeguarding. • Experience of acting as a Performance Management Reviewer to help staff meet targets in accordance with the school developments 	<ul style="list-style-type: none"> • Experience of teaching children from a range of backgrounds. • Experience of leading and delivery whole school INSET sessions with evidence of proven impact. • Recent experience of monitoring and evaluation of curriculum provision. • Experience of preparing children for statutory assessment. 	<ul style="list-style-type: none"> • Application form • Letter of application • References • Interview
QUALIFICATIONS	<ul style="list-style-type: none"> • Recognised DfE teaching qualifications e.g. BEd, PGCE. • Qualified Teacher status. 	<ul style="list-style-type: none"> • Mentor training for NQT/ITT. • Safer Recruitment trained. • Evidence of further study. • Relevant training in ICT. 	<ul style="list-style-type: none"> • Application form • Letter of application • References • Interview

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

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