



Assistant Headteacher

PERSON SPECIFICATION

Criteria	Essential OR Desirable
Personal Characteristics	
To have a clear moral purpose	Essential
To be a team player and have the ability to motivate others	Essential
To be enthusiastic, optimistic and resilient	Essential
To be reflective and self-aware with a knowledge of own strengths and areas to develop	Essential
To have a sense of humour	Essential
To have empathy and emotional intelligence	Essential
Experience, Knowledge and Skills	
Leadership and management	
To be able to evidence successful school improvement	Essential
Excellent interpersonal, communication and organisational skills.	Essential
Experience and training related to an aspect of leadership and management.	Essential
Is able to demonstrate vision and strategic leadership of a school.	Essential
Ability to lead and support other staff within the school which impacts on standards and achievements.	Essential
Proven success in raising standards at the end of a Key Stage.	Essential
High expectations and standards of achievement and behaviour.	Essential
Good knowledge of the National Curriculum and the Literacy/Numeracy Strategies.	Essential
Thorough understanding of safeguarding children.	Essential
Experience of leading staff development/training.	Desirable
Knowledge of Health and Safety requirements in schools.	Desirable
Experience in monitoring and evaluating curriculum delivery	Desirable
Be proactive in areas of responsibility and have an awareness of whole school issues.	Desirable
To have an ability to build and maintain effective relationships with all stakeholders	Essential
To have experience of managing staff and resources	Essential
To have an ability to develop ,implement, monitor and review school policies and procedures	Essential
To have an ability to deal with challenging situations and implement difficult decisions	Essential
To have experience in using data to monitor pupil progress across the school	Essential
School Ethos	
Ability and willingness to work collaboratively and supportively within the school team, making positive contributions to assessment and the School Improvement Plan.	Essential
Shaping the future	
To be able to identify the priorities, implement the actions and evaluate the impact of school improvement priorities including improving attendance.	Essential
Leading teaching and learning	
To be an outstanding role model in all teaching standards	Essential
To have a sound knowledge of assessment procedures	Essential
To be able to develop and implement strategies to improve the quality of teaching and learning	Essential
Developing self and working with others	

To regularly reflect on own practice and continually participate in quality CPD	Essential
To be able to motivate, enthuse and develop staff	Essential
To have experience of successfully coaching and mentoring staff	Essential
Safeguarding	
To understand and apply effective safeguarding policies and procedures	Essential
The ability to deal with sensitive issues in a supportive and effective manner	Essential
Demonstrate a thorough knowledge of Keeping Children Safe in Education	Essential
Experience of the role of Designated Safeguarding Lead/ Deputy Safeguarding Lead	Desirable
Ensure staff are well trained.	Essential
Qualifications and training	
Qualified Teacher Status	Essential
A degree	Essential
Evidence of leadership qualification or training	Desirable
Level 3 Safeguarding including Prevent	Desirable