

Person Specification – Assistant Head Teacher

Post Title: Assistant Headteacher	Responsible to: Headteacher	
Criteria	Essential	Desirable
A. Strategic Direction and Development of the School		
Evidence of the ability to	✓	
- drive the vision, ethos and policies of the school in particular within the EYFS and KS1	✓	
- take a lead in the innovative development of the Early Years	✓	
- support rigorous self-evaluation	✓	
- support the Head of School with the creation and implementation of the School Development Plan	✓	
- undertake detailed analysis of the data to ensure personal and academic progress of all pupils within Early Years	✓	
- work in partnership with parents/carers and the wider school community	✓	
B. Leadership and Management		
Evidence of the ability to:		
- be an excellent role model in all aspects of professional life	✓	
- develop positive working relationships with and between all staff	✓	
- undertake the effective day-to-day management of the school being proactive, well-organised, flexible and reflective	✓	
- Work with the Head of school to monitor and evaluate the overall performance and plan for improvement within Early Years	✓	
- support staff, demonstrating knowledge and understanding of CPD, including the performance management process within Early Years	✓	
- lead staff in developmental activities within Early Years	✓	
- motivate and inspire staff and pupils	✓	
- support the assessment manager by aiding the monitoring and reporting of achievement to assist teachers and inform governors of the target-setting process within Early Years	✓	
- lead and develop successfully an aspect of the curriculum or a phase (EYFS including Y1)	✓	
Experience of:		
- an all-inclusive environment		✓
- the delivery of good quality, purposeful assemblies		✓
- inducting and/or mentoring new staff		✓
C. Teaching and Learning		
Evidence of the ability to		
- create a classroom environment which secures highly effective learning across the breadth of the EYFS and KS1	✓	
- promote and implement positive behaviour management to a very high standard	✓	
- provide demonstration lessons to teachers for the purpose of exemplifying good practice	✓	
- to have experience of EYFS and KS1 teaching		✓
- plan and deliver creative, cross-curricular lessons which engage pupils throughout	✓	
- use confidently ICT in all aspects of professional life	✓	

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- promote and monitor the effectiveness of pupil tracking and target-setting	✓	
- to be an outstanding practitioner	✓	
D. Personal Qualities		
- have a high level of interpersonal skills	✓	
- respond positively to challenge and be creative in resolving problems	✓	
- be flexible, enthusiastic, determined and resilient in order to meet the challenging needs of the school	✓	
- be passionate about the education of children and be committed to equality of opportunity	✓	
- have excellent organisational skills and be able to work effectively under pressure	✓	
- be able to play a key role in the development of high performing teams	✓	
- demonstrate high expectations of self and others	✓	
- be able to communicate effectively, both orally and in writing, with pupils, staff, parents/carers and governors, showing sensitivity and consideration	✓	
- be able to demonstrate initiative	✓	
- be able to demonstrate recent professional development	✓	
- be committed to professional development for self and others	✓	
E. Experience		
- existing EYFS and Key Stage 1 leadership experience	✓	
- evidence of being an excellent teacher	✓	
- experience of successful change management		✓
- experience of working with school governors		✓
F. Disqualifying Factors		
- An indication of sexist, racist or anti-disability attitudes or any others attitudes inconsistent with the Council's Equal Opportunities policy.	✓	