

## Person Specification

<b>Job Title</b>	Assistant Headteacher
<b>Grade</b>	L4 – L7
<b>Responsible to</b>	Head Teacher

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It will be used in the short-listing and interview process for this post. Evidence may be required to validate statements provided

### Leadership

Quality	E	D	Evidenced
<ul style="list-style-type: none"> <li>Ability to articulate and share a vision of primary education.</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Strong commitment to the core values of Bishop's Primary Academy</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Evidence of having successfully translated vision into reality at whole school level</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Ability to inspire and motivate staff, pupils, parents and governors to achieve the aims of the school</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Evidence of successful strategies for planning, implementing, monitoring and evaluation of/for school improvement</li> </ul>		✓	
<ul style="list-style-type: none"> <li>Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these</li> </ul>	✓		

### Experience



Quality	E	D	Evidenced
<ul style="list-style-type: none"> <li>Proven success as a class teacher with a track record of good progress outcomes for children</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Can demonstrate knowledge and understanding of the National Primary Curriculum.</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Experience of curriculum leadership and participation in the formulation and implementation of whole school policies.</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Understanding of the planning, monitoring, reviewing and evaluation process for school improvement</li> </ul>	✓		

### Knowledge

Quality	E	D	Evidenced
<ul style="list-style-type: none"> <li>Can demonstrate a secure understanding of assessment strategies and the use of assessment to inform the next stages of learning</li> </ul>	✓		
<ul style="list-style-type: none"> <li>A secure understanding of the requirements of the National Curriculum and Early Years development</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Knowledge of Safeguarding / Child Protection legislation and procedures</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Knowledge and understanding of effective systems and strategies for positive behaviour management</li> </ul>	✓		

### Skills and Abilities:

Quality	E	D	Evidenced
<ul style="list-style-type: none"> <li>Ability to understand and address whole school issues of curriculum and organisation</li> </ul>	✓		



<ul style="list-style-type: none"> <li>Ability to identify areas for development and create an action plan for improving standards.</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Ability to plan, organise and communicate effectively, both orally and through the written word in a range of contexts.</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Ability to lead others in an appropriate and supportive manner.</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Ability to use and act on own initiative but also work as part of a team.</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Ability to respond calmly and confidently to a variety of challenges.</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Good interpersonal, organisational and management skills</li> </ul>	✓		

**Professional Qualities:**

Quality	E	D	Evidenced
<ul style="list-style-type: none"> <li>Qualified teacher status</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Evidence of continuing professional development relating to curriculum/teaching and learning.</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Ability to identify own learning needs and to support others in identifying their learning needs</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Committed to high standards of achievement, positive behaviour management and social development.</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Committed to the provision of a broad, balanced and differentiated curriculum which meets the needs of children and promotes their individual development</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Willing to work in partnership with the Headteacher, SMT staff and governors</li> </ul>	✓		



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