

QUEEN'S PARK C.E. / U.R.C. PRIMARY SCHOOL

PERSON SPECIFICATION FOR THE POST OF Assistant Headteacher with responsibility for Inclusion

CRITERIA	ESSENTIAL / DESIRABLE	WHERE MEASURED Key: AF=application form I=interview P=presentation TO= teaching observation T=task
Education and Training		
1. Qualified teacher status	E	AF
2. Appropriate phase training with significant experience	E	AF
3. Commitment to continuing professional development, working towards standards and role expectations as in the Standards Framework for SENCO	E	AF
Work Experience		
1. Significant experience in a primary school.	E	AF/P
2. Experience of Upper Key Two specifically year six	D	AF
3. Leadership of curriculum development in at least one subject.	E	AF/P
4. Management experience in a primary school.	E	AF/P
5. Experience of more than one school.	D	AF
6. Experience of teaching at different key stages.	D	AF
7. Experience of managing whole school issues	E	AF/P/I
Skills and abilities		
Management		
1. Effective implementation of the school's Improvement Plan in consultation with Governors, Headteacher and staff.	E	AF/I
2. A vision for fostering and developing the Christian ethos of the school	D	AF/I
3. Ability to develop and review the curriculum and its implementation	E	AF/I
4. Ability to establish and review targets and make decisions	E	AF/I
5. Experience of budget management	D	AF
6. To be able to communicate effectively with staff, parents, the community and relevant external agencies	E	AF/I
7. Ability to relate to and work with others as a member of a team.	E	AF/I/P
8. Experience of curriculum co-ordination.	E	AF/I
9. Experience of whole school financial management	D	AF
Leadership		
1. Ability to lead staff in a curriculum area	E	AF/I
2. Effective leadership in the delivery of the school's development of staff, including performance management.	E	AF/I

3.	Ability to take a leadership role in the evaluation of quality and standards in the school.	E	AF/I/P
4.	Ability to take a leadership role with regard to discipline and pastoral care.	E	AF/I
5.	Experience of leading staff development and appraisal	E	AF/I
6.	The ability to set high and clear expectations, to hold others accountable for performance and the contributions they make to the school community	E	AF/I
Knowledge and Understanding			
1.	Knowledge of the National Curriculum and awareness of developments with regard to embedding creativity.	E	AF/I
2.	An understanding of the process of learning and can identify the characteristics of effective primary teaching and learning strategies used to raise attainment and achievement.	E	AF/I
3.	An understanding of continuity and progression in learning.	E	AF/I
4.	An understanding of Inclusion issues within a primary school	E	AF/I/P
5.	A good understanding of assessment, including target setting and tracking.	E	AF/I
6.	Highly successful experience of leading and managing whole school developments in a number of areas regarding teaching & learning and raising standards of attainment and achievement across the school	E	AF/I
7.	Knowledge of relevant legislation - in particular of the SEN Code of Practice, equal opportunities and disability discrimination legislation and how these apply to pupils with EHCP as well as those without	E	AF/I/P
8.	Knowledge of the range and type of interventions available and be able to apply these appropriately in the context of the School's resources and the individual child	E	AF/I/P
9.	Knowledge of current educational issues and their relationship to the inclusion, behaviour support and Education Welfare Services	E	AF/I/P
10.	Experience of inter-agency work	D	AF/I/P
Approach to Work			
1.	Evidence of involving the community/Church in previous experience	D	AF
2.	Evidence of a high motivation and excellent classroom practice as a teacher	E	AF/TO
3.	A commitment to good quality provision and high standards	E	AF/TO
4.	Evidence of commitment to involving parents as partners in the education process	E	AF/I
5.	Commitment to the role of governors.	E	AF
6.	A commitment to equal opportunity.	E	AF
Other circumstances			
	An ability to fulfil all spoken aspects of the role with confidence through the medium of English	E	AF/I