

NEWTON-LE-WILLOWS PRIMARY SCHOOL AND NURSERY



PERSON SPECIFICATION FOR THE POST OF Assistant Headteacher

CRITERIA	ESSENTIAL / DESIRABLE	WHERE MEASURED <small>Key: AF=application form I=interview P=presentation TO= teaching observation T=task</small>
<u>Education and Training</u>		
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.	E	AF
<u>Work Experience</u>		
1. Significant experience in a primary school.	E	AF/P
2. Experience of Key Stage One and/or Two .	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 managing whole school issues.	E	AF/P/I
<u>Skills and abilities</u>		
<u>Management</u>		
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 ethos of the school.	E	AF/I/T
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/T
8. Experience of curriculum co-ordination.	E	AF/I
9. Experience of whole school financial management.	D	AF
<u>Leadership</u>		
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. A good understanding of Inclusion issues within a primary school.	E	AF/I/P/T
5. A good understanding of assessment, including target setting and tracking.	E	AF/I/T
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 – for example, 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.	E	AF/I/P/T
10. Experience of inter-agency work.	D	AF/I/P
Approach to Work		
1. Evidence of involving the community 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