



ASSISTANT HEADTEACHER

Newton-le-Willows Primary School

PERSON SPECIFICATION/SELECTION CRITERIA

[A] TRAINING AND QUALIFICATIONS

	Essential	Desirable	Source A – application I – Interview R - References
Qualified Teacher Status	√		A
Degree	√		A
Evidence of Continual Professional Development	√		A

[B] EXPERIENCE OF TEACHING AND SCHOOL MANAGEMENT

	Essential	Desirable	Source
Proven successful teaching experience across the primary range	√		A
Strategic leadership experience	√		A, R

Leadership and Management role in:

	Essential	Desirable	Source
➤ Improvement planning and evaluation	√		A, I
➤ Curriculum review, management and development	√		A, I
➤ Establishing and developing effective policies and procedures		√	A, I
➤ Data analysis and target setting	√		A, I
➤ Evaluating the quality of teaching and learning	√		A, I
➤ Directing, co-ordinating and motivating others	√		A,I,R

Experience and Involvement in:

	Essential	Desirable	Source
➤ Staff selection, deployment and development		√	A, I
➤ Resources and financial management		√	A, I
➤ Developing school reputation and role in the community	√		I
➤ Knowledge of innovative curriculum development	√		I
➤ Appropriate safeguarding policies and procedures	√		A, I

[C] PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to the phase and of their implications for a school.

	Essential	Desirable	Source
➤ Pupil's educational, physical, personal, and emotional development	√		A, I
➤ Pupil's spiritual, moral, social and cultural development	√		A, I
➤ The Governing Body and their leadership role within the school		√	I
➤ Inclusive education (groups of learners e.g. SEN/D) including the happiness, well-being, self-esteem and progress of all children, staff and Governors	√		A, I
➤ Understanding the school's role in the community	√		I

[D] PERSONAL SKILLS AND ABILITIES

Applicants should be able to demonstrate that they have the necessary personal skills and abilities required for the post.

	Essential	Desirable	Source
➤ The ability to lead, motivate, inspire and manage change	√		I, R
➤ The ability to communicate both orally and in writing to a range of audiences, and to be an active listener	√		A, I
➤ Effective interpersonal skills in a range of contexts	√		I, R
➤ The ability to work under pressure and meet deadlines	√		I, R
➤ Self-confidence, personal impact and presence	√		I
➤ The ability to think analytically and flexibly	√		I, R
➤ Commitment, enthusiasm, reliability and integrity	√		I, R
➤ The ability to seek advice and support when necessary	√		I, R
➤ The ability to foster effective relationships with parents and the wider community	√		I, R

[E] OTHER REQUIREMENTS

	Essential	Desirable	Source
➤ Application forms should be completed in full	√		A

Letters should be: (No CVs)

➤ Clear and concise, and no more than 2 sides of A4 paper. Font size should be no lower than size 10	√		A
➤ Underpinned by personal philosophy for Primary Education	√		A
➤ Clear in addressing the criteria identified in the person specification	√		A

[G] CONFIDENTIAL REFERENCES AND REPORTS

	Essential	Desirable
➤ Two written professional references, one from your current Local Authority confirming professional and personal knowledge, skills and abilities referred to above	√	
➤ Confirmation of suitability to work with children	√	
➤ Positive recommendation from current/most recent employer	√	
➤ Attendance record satisfactory to the Governing Body	√	
➤ Satisfactory DBS clearance	√	

[H] PROFESSIONAL SKILLS (Based on the National Standards of Excellence for Headteachers, DfE January 2015)

➤ An Assistant Headteacher is expected to be working within and towards the National Standards of Headship	√	
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