



ST JAMES' CE PRIMARY SCHOOL - Job Specification

MAIN PURPOSE:

To provide high quality teaching and learning that raises standards for all pupils.

To provide a stimulating and enriching environment which enables children to develop in all aspects of the curriculum and reach their full potential.

To provide outstanding and effective leadership to ensure high standards at all times.

PERSON SPECIFICATION / SELECTION CRITERIA

POST TITLE: ASSISTANT HEAD TEACHER

GRADE: L4 – L8

E = ESSENTIAL **D = DESIRABLE**

A. QUALIFICATIONS, TRAINING AND EXPERIENCE

	Essential/Desirable	Evidence
Qualified teacher status	E	Application
Degree	D	Application
Recent experience of working successfully as a senior or middle leader	E	Application
Experience of successful teaching within the primary age range	E	Application/Interview/Reference
Evidence of a whole school responsibility and turning policy into effective practice	E	Application/Interview/Reference
Experience of working with staff to raise standards/quality of teaching	E	Application/Interview/Reference
Evidence of leadership of a significant area, phase or inclusion	E	Application/Interview/Reference
Willingness to participate in and contribute to relevant training and development opportunities	E	Application/Interview/Reference

B. SKILLS

	Essential/Desirable	Evidence
Ability to teach to achieve high learning expectations and outcomes	E	Application/Interview/Reference
Ability to work and lead a team successfully to achieve agreed goals	E	Application/Interview/Reference
Ability to build and maintain effective working relationships with all pupils, parents, colleagues and external agencies.	E	Application/Interview/Reference
Ability to promote a positive ethos for the whole school	E	Application/Interview/Reference
Ability to analyse, plan and monitor progress effectively for improvement	E	Application/Interview/Reference
Ability to adapt own approach in accordance with pupil and staff needs to promote progress	E	Application/Interview/Reference
Excellent personal numeracy, literacy and ICT skills	E	Application/Interview/Reference
Ability to manage situations and apply school policy effectively	E	Application/Interview/Reference
Ability to deal with difficult situations to promote a positive outcome	E	Application/Interview/Reference



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Ability to analyse data, to evaluate the performance of pupils and plan appropriate course of action for whole school improvement	D	Application/Interview/Reference
Ability to use information technology to support teaching	E	Application/Interview/Reference

C. PERSONAL KNOWLEDGE AND UNDERSTANDING

Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to the role:

	Essential/Desirable	Evidence
Understanding of effective learning approaches and promote them across a phase or whole school	E	Application/Interview/Reference
Understanding of principles of child development, learning styles and using this to promote progress	E	Application/Interview/Reference
Working knowledge of relevant policies, implications of recent reports	E	Application/Interview/Reference
Understanding of inclusion, especially within a school setting	E	Application/Interview/Reference
Experience of successful resources deployment	E	Application/Interview/Reference
Knowledge, understanding and application of Christian Church Values across the school	D	Application/Interview/Reference

D. PERSONAL ATTRIBUTES

Applicants should be able to demonstrate a good ability in the following areas relevant to the phase:

	Essential/Desirable	Evidence
To be an effective team player that leads and contributes to whole school development.	E	Application/Interview/Reference
To evaluate own teaching for improvement.	E	Application/Interview/Reference
To mentor and coach others in achieving good practice.	E	Application/Interview/Reference
To be consistent in response to children and adults promoting appropriate relationships (e.g. behaviour management, parent relationships)	E	Application/Interview/Reference
To be well organised in time management and paperwork.	E	Application/Interview/Reference
To be an effective communicator with pupils, staff and other adults (appropriately in writing and appropriately verbally).	E	Application/Interview/Reference
To have flair, enthusiasm and commitment; demonstrating this within the classroom and wider school community.	E	Application/Interview/Reference
Commitment to church and/or school community	E	Application/Interview/Reference