



ELLEN WILKINSON PRIMARY SCHOOL
Assistant Headteacher – Person Specification

Expertise	Essential	Assessment Method
Qualifications	<ul style="list-style-type: none"> a) Qualified teacher status b) Evidence of continuing professional development relevant to the post c) Recognised degree level qualification 	Application Form
Experience	<ul style="list-style-type: none"> a) Relevant and successful experience at middle or senior level in a primary school b) Proven track record of excellent classroom practice (minimum 3 years) c) Experience of working in an ethnically diverse school d) Experience of addressing needs of children with SEN e) Extensive knowledge of how children learn & a range of teaching styles 	Application form, lesson obs. and interview
Strategic Direction & Development	<ul style="list-style-type: none"> a) Involvement in developing a strategic view for the future needs and development of the school. b) Ability to formulate plans and policies to support the realisation of the vision c) Experience of monitoring, evaluation and reviewing the impact of plans and policies d) Experience of collecting, analysing and using information to identify problems and their solutions e) Experience of collecting, analysing and using data to identify under attaining groups f) Experience in securing and sustaining effective learning and teaching throughout the school. g) Ability to work in partnership with other agencies 	Application form, interview & presentation/task
Ethos & Inclusion	<ul style="list-style-type: none"> a) Ability to create & maintain an environment and a code of behaviour which promotes good behaviour and discipline b) Understanding of factors which create barriers to learning and commitment to reducing the resulting inequalities c) Successful experience of implementing national and local policies on inclusion d) Willingness to consult with pupils, parents and staff on relevant issues and act on their views 	Application form, lesson obs. Interview, presentation/task
Leading & Managing Staff	<ul style="list-style-type: none"> a) Ability to lead staff on new initiatives and work effectively towards common goals b) Ability to work as part of a team and motivate all staff to secure their commitment c) Plan, allocate, support & evaluate work undertaken by groups, teams and individuals d) Experience of leading in-service training and measuring its impact e) Ability to consult, negotiate and direct as appropriate f) Ability to apply different leadership styles according to situation 	Application form, interview & presentation/task
Learning & Teaching	<ul style="list-style-type: none"> a) Understand and implement the principles of effective learning and teaching and promote a culture of learning throughout the school b) Experience of providing a curriculum which promotes the personal, social, moral, spiritual and cultural development of pupils c) Establish conditions for learning which allow all pupils to fulfil their full potential d) Be a model of good practice to others 	Application form, lesson obs. interview, presentation/task
Standards	<ul style="list-style-type: none"> a) Implement strategies for raising pupils achievement including target setting b) Use assessment data to identify areas for development & plan appropriately to address them c) Monitor impact of intervention & extension strategies 	Application form, lesson obs. interview, presentation/task
Relationship with parents and the wider community	<ul style="list-style-type: none"> a) Successful experience of creating & maintaining effective partnerships with parents b) Ability to develop effective links with the community, including business & industry, to extend the curriculum c) Ability to promote community education and parental involvement 	Application form & interview
Other Key Skills & Attributes	<ul style="list-style-type: none"> a) Ability to manage time well and work to deadlines b) Attention to detail and ensuring tasks are seen through to completion c) Ability to prioritise and delegate as appropriate d) Good ICT skills e) Excellent interpersonal, communication & presentation skills f) Commitment to maintain confidentiality pertaining to the seniority of the role g) Flexibility and a sense of humour! 	Application form, lesson obs. Interview, presentation/task
Safeguarding	<ul style="list-style-type: none"> a) Commitment to promoting and safeguarding the well-being and welfare of pupils b) Have the ability to form and maintain appropriate relationships and personal boundaries with children and young people, including those with challenging behaviour 	Application form, lesson obs. Interview, presentation/task

