



Queen's Manor Primary School

Person Specification for Assistant Headteacher (Curriculum and Assessment)

Qualifications

1. Qualified Teacher Status
2. Recognised relevant professional qualifications
3. Recent and relevant professional development

Experience – show evidence of

4. Recent experience of working successfully as a senior or middle leader in a school
5. Evidence of a whole school responsibility and experience of turning policy into successful practice
6. Leadership of a significant area or phase, including responsibility for raising standards and accelerating pupil progress across the whole school
7. Excellent track record for planning, teaching and assessing English and maths in at least two primary phases
8. Successful leadership and management of a core subject
9. Having taught either Year 2 or Year 6 and having a positive impact on attainment (national data set)

Knowledge and Understanding

10. Curriculum developments and new educational initiatives
11. Statutory regulations and guidance relating to the post
12. The role of Assistant Headteacher and how this will develop in partnership with the Headteacher

Professional / Personal Skills

Can demonstrate the ability to:

13. Analyse data, to evaluate the performance of pupil groups, pupil progress and plan an appropriate course of action for whole school improvement
14. Review whole school systems to ensure the robust evaluation of school performance and actions to secure improvements
15. Lead and manage a school team(s) to successfully achieve agreed goals
16. Be an effective team player: open, positive, motivated and proactive, who works collaboratively and effectively with others
17. Assess, record and report on the achievements of pupils in accordance with the school policies and procedures
18. Set clear targets for children's learning and use assessment information to inform all aspects of planning
19. Develop and deliver effective and inspirational professional for staff (including mentoring and coaching, as appropriate)
20. Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate)
21. Demonstrate high quality teaching strategies
22. Support, motivate and inspire both colleagues and pupils by leading through example
23. Contribute effectively to the work of the Headteacher
24. Deal successfully with situations that may include tackling difficult situations and conflict resolution
25. Ability to communicate orally and in writing to a wide range of audiences including a working knowledge of ICT for teaching and administrative purposes
26. Work successfully with a range of external agencies

Personal Qualities

27. Enthusiasm and energy
28. Reflective and analytical of own practice
29. Able to adapt to changing circumstances and new ideas in a positive and creative manner
30. Effective team player that works collaboratively with others
31. Able to demonstrate resilience under pressure
32. Ability to deal with sensitive issues in a professional manner
33. High level of organisational and time management skills
34. Ability to retain confidentiality regarding school matters
35. Excellent interpersonal skills and be able to develop positive relationships with all members of the school community

Commitment

- a. Demonstrate a commitment to:
- b. Equalities
- c. Promoting the school's vision and ethos
- d. Raising standards and accelerating pupil progress
- e. High quality, stimulating learning environment
- f. Relating positively to and showing respect for all members of the school and wider community
- g. Ongoing relevant personal and professional self-development
- h. Safeguarding and child protection