



CLIFTONVILLE PRIMARY SCHOOL

PERSON SPECIFICATION

Assistant Headteacher

Responsible to:	Headteacher and the Governing Body
Number on roll:	830 including Nursery
Pay Scale:	Leadership
Start date:	September 2019

Desirable criteria in italics

Qualifications

- Qualified Teacher Status and Degree
- *National Professional Qualification for Middle Leaders/ Senior Leaders*

Experience

- Significant Primary Education experience in, and knowledge of Early Years, KS1 and KS2
- At least five years post-NQT experience
- Proven record of raising standards in a school where attainment and/or progress is at least in line with national data
- Evidence of continued professional development
- Knowledge and understanding of the current Ofsted framework and inspection process
- Undertaking performance appraisal of staff
- Leading and managing a team of staff
- Successful strategic leadership and management of a curriculum subject
- *Successful strategic leadership and management of English or mathematics*

Leading Teaching and Learning

- The ability to model 'outstanding' teaching
- Raising standards of teaching, learning, and achievement
- Maintaining high standards of behaviour and attendance whilst ensuring an ethos of challenge and support of pupils and parents in order to achieve success
- Knowledge, understanding and experience of effective feedback to pupils to raise standards
- The ability to access, analyse and interpret relevant performance data and communicate this effectively to staff and governors in order to facilitate school improvement
- A passion for children's academic, emotional, physical, spiritual and social development

Management

- To manage change effectively
- To understand the importance of non-verbal communication in order to gain and hold the attention of others and build connection and trust
- To delegate management tasks and monitor their implementation
- To foster an ethos of professional development and leadership skills within the school community
- To have a progressive attitude towards the use and application of information and communication technology

Strengthening Community

- The skill to build and maintain effective relationships with parents, carers, partners and the wider community to enhance the education of all pupils
- A commitment to working with other outside agencies for the well-being of all pupils and their families
- A commitment to collaborating and networking with other schools to improve outcomes

Personal Qualities

- A clear moral purpose about the importance of education and that 'second-best' just will not do
- **Self-awareness** –Recognition of your own emotions and how they affect your thoughts and behaviour, know your strengths and weaknesses and have self-confidence
- **Self-management** –Ability to control impulsive feelings and behaviours, manage your emotions in healthy ways, take initiative, follow through on commitments and adapt to changing circumstances
- **Social awareness** – Understand the emotions, needs and concerns of other people, pick up on emotional cues, feel comfortable socially and recognise the power dynamics in a staff group
- **Relationship management** – Develop and maintain good relationships, communicate clearly, inspire & influence others, work well in a team & manage conflict, taking swift & appropriate action when necessary
- Passion, energy, vision and ambition for the school
- The ability to develop a presence within the school community and be approachable to all staff groups
- Excellent communication skills and the ability to engage with a wide range of audiences
- Excellent personal organisational skills, ensuring effective work-life balance
- A steadfast determination to be insistent, persistent and consistent
- Resilience when things don't go to plan
- Ability to stay in the present in order to influence the future

Claire Whichcord, March 2019

