

Person Specification/Selection Criteria for Assistant Headteacher



Euxton Church of England Primary School



***The applicant will be required to safeguard and promote
the welfare of children and young people***

Selection decisions will be based on the criteria below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met and the ability to fulfil the job description for the post.

Candidates failing to meet any of the essential criteria will automatically be excluded at any stage of the process. The appointing panel will use a combination of assessment tools to determine each candidate's suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the application form, supporting statement, information gathered during the interview process and references.

[A] Faith Commitment

		Essential/ Desirable	Identified by:
1.	Regular involvement in a church in membership of Churches Together in England, The Evangelical Alliance or North West Gospel Partnership. (This requires evidence of current church involvement and a clear indication of the applicant's beliefs in relation to a Church school)	D	A/I/R

To be able to demonstrate their knowledge and understanding of the following in the context of a Church school.

		Essential/ Desirable	Identified by:
2.	A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared Christian vision for the school	E	A/I/R
3.	Examples to ensure that the Christian vision enables the flourishing of pupils and adults within the school and its community	E	A/I/R
4.	Leading school worship	E	A/I/R
5.	Effective religious education and collective worship	E	A/I/R
6.	How relationships should be fostered and developed between the school, local Church and its community and Diocese of Blackburn	E	A/I/R
7.	Examples of leading the spiritual development within the school	E	A/I/R

[B] Qualifications & Experience

		Essential/ Desirable	Identified by:
1	Qualified teacher status	E	A
2	Degree	E	A
3	Evidence of expertise and experience of successfully leading specific curriculum areas	E	A/I
4	Evidence of successful whole school impact	D	A/I/R

[C] Professional Development

		Essential/ Desirable	Identified by:
1	Evidence of appropriate professional development for the role of Assistant Headteacher	D	A/I/R
2	Evidence of on-going leadership and management professional development	E	A/I/R
3	Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people	E	A/I
4	An effective and sustained record of ongoing professional development	E	A/I

[D] Strategic School Development

		Essential/Desirable	Identified by:
1	Has a clear vision for primary education and proven successful strategies for achieving it	E	A/I/R
2	Successfully led, planned, managed and evaluated change which has had a significant impact at whole school level	D	A/I/R
3	An ability for determining priorities for improvement following an analysis of need, and experience of identifying actions and setting targets to deliver them.	D	A/I/R
4	Has a proactive willingness to review and if necessary, revise a particular perspective, priority or strategy	D	A/I/R
5	Understand and have experience of how monitoring and evaluation contributes to effective whole school strategic planning	D	A/I
6	Experience of working in partnership with external professional agencies	D	A/I/R

[E] School leadership and management experience

		Essential/ Desirable	Identified by:
1	Successful experience of leading one or more curriculum areas	E	A/I/R
2	To have led whole school initiatives	D	A/I/R
3	Experience of creating and maintaining effective professional relationships that are positive and empathetic yet challenging	E	A/I/R
4	Experience of line management of staff and the understanding of how to lead others effectively	D	A/I/R
5	Ability to motivate, support, challenge and inspire others to develop and improve	E	A/I/R
6	Actively and resiliently promotes the positive vision, aims and practices of the school	E	A/I/R
7	To have had experience of and the ability to support other staff with their professional development across the primary range (e.g. peer support, mentoring, coaching, delivering training)	E	A/I/R
8	Work positively with parents and carers	E	A/I/R
9	To demonstrate an awareness of current national education policy	E	A/I
10	Experience of being a Designated Safeguarding Lead	D	A/I/R
11	Experience of line managing colleagues as a Key Stage Leader or equivalent	D	A/I/R

[F] Experience and knowledge of teaching

		Essential/ Desirable	Identified by:
1	Proven excellence in teaching pupils within the primary phase	E	A/I/R
2	Highly competent in all aspects of the teaching standards	E	A/I/R
3	Thorough knowledge of whole school expectations regarding standards of teaching and learning within and across all 3 Key Stages in the primary phase	E	A/I/R
4	Deep pedagogical understanding and knowledge	E	A/I
5	Secure understanding of assessment strategies, data analysis and the use of assessment to maximise achievement	E	A/I
6	Ability to create safe, challenging, and inspiring learning environments: where pupils are empowered to explore and take ownership	E	A/I
7	Ability to promote inclusion and meet the needs of all pupils	E	A/I
8	A commitment to addressing diversity positively	E	A/I
9	A passion for pastoral care and a working knowledge of SEND	E	A/I
10	Proven track record of promoting positive learning behaviours with all pupils	E	A/I

[G] Professional Attributes

		Essential/D esirable	Identified by:
1	Ability to deal effectively and positively with a range of pupil behaviours	E	A/I
2	An ability to communicate effectively, both orally and in writing, with a range of audiences	E	A/I
3	Have a good commitment to sustained attendance at work	E	A/I
4	A commitment to professional development for self and others	E	A/I
5	A desire and commitment to further develop your own leadership skills	E	A/I
6	Ability to motivate adults and children	E	A/I
7	An exemplary communicator	E	A/I
8	Willing to be involved in the whole life of the school	E	A/I
9	A reflective learner who actively seeks feedback and support to develop practice	E	A/I
10	Understands the need for confidentiality, regarding aspects such as safeguarding, staffing and families	E	A/I

[H] Personal Qualities

		Essential/ Desirable	Identified by:
1	A passion for pupil aspiration	E	A/I
2	Be committed to working with a high level of integrity and professionalism	E	A/I
3	Excellent organisational skills and the ability to prioritise tasks, make decisions and manage time effectively	E	A/I
4	The ability to perform effectively under pressure	E	A/I
5	Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others	E	A/I
6	A strong, positive and loyal team player	E	A/I
7	Treats all adults and pupils with respect	E	A/I
8	An enthusiastic and energetic 'growth mindset' attitude	E	A/I
9	Maintains a high-quality standard of work with a healthy work-life balance	E	A/I
10	Able to effectively adapt to changing circumstances and new ideas	E	A/I
11	Able to inspire and empower others	E	A/I
12	Able to use initiative and make informed decisions	E	A/I
13	Be consistently approachable, patient, and empathetic	E	A/I
14	Shows a clear commitment and compassion towards their role	E	A/I
15	A maturity of approach balanced with a sense of humour and enjoyment for school life	E	A/I

[I] Safeguarding

		Essential/ Desirable	Identified by:
1	Displays commitment to the protection and safeguarding of children and young people	E	A/I
2	The ability to form and maintain appropriate relationships and personal boundaries with young people	E	A/I
3	To have a knowledge and understanding of the relevant agencies who can provide support for young people and their families	E	A/I
4	Will co-operate and work with these relevant agencies to protect young people	E	A/I

[J] Professional Skills

Each candidate will be expected to demonstrate a knowledge and understanding of working within and towards the National Standards for Headteachers 2020 which also form the basis of the Job Description. Candidates will be expected to show evidence of developing this knowledge and understanding in their current setting as well as an awareness of how this could be applied in Euxton C.E. Primary School throughout the appointment process.

[K] Confidential References and Reports

		Essential/ Desirable	Identified by:
1	Positive recommendation from all referees, including current employer	E	R
2	Faith Reference	E	A/R

[L] Application Form and Supporting Statement

		Essential/Desirable	Identified by:
1	The application form and supporting statement should be clear, concise and related to the specific post	E	A

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Assistant Headteacher