ROCHDALE METROPOLITAN BOROUGH COUNCIL
PERSON SPECIFICATION

Post: Assistant Headteacher (Inclusion) – Woodland Community Primary School **Grade: L9-13**

Note to Applicants:
This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the Essential Criteria.

The **How Identified** column shows how the Council / School will obtain the necessary information about you.

If the **How Identified** column says the **Application Form** next to an **Essential Criteria** or a **Desirable Criteria**, you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

	ESSENTIAL CRITERIA	HOW IDENTIFIED	DESIRABLE CRITERIA	HOW IDENTIFIED
Qualifications and Experience	• Qualified Teacher Status • Recent and current experience of teaching within the Primary age range • Evidence of recent and on-going professional development • Will be an excellent primary classroom practitioner who has high expectations and is committed to raising standards • Experience of closing the gap of attainment and achievement between vulnerable groups and impacting positively over time on the standards	Checking of certificates, Application Form and Interview	• Degree or equivalent • Management qualifications or working towards NPQH • Experience, as a qualified teacher, working in more than one school • A leadership post held in a larger school	Application Form

	within their own class and wider school • Post of responsibility in school or equivalent and experience of successfully leading a core area • Up to date knowledge of current primary education issues and the leadership and management of learning and teaching • Experience of managing change and implementing and leading part of a school improvement plan • Ability to effectively support staff and contribute to the work of other teams to secure high quality teaching, effective use of resources and improved standards of learning and achievement • Experience of working with external agencies • Experience of successfully leading and line managing teams		or a school in challenging circumstances • Experience of contributing to the Performance Management of staff	
Skills and Knowledge	• Experience of teaching across all Primary Key Stages • Excellent working knowledge of learning and teaching and how to improve this so as to impact positively on outcomes for all pupils • Experience of coaching staff so as to improve provision and outcomes for children in the wider school • Use and knowledge of the impact of ICT on learning and teaching • Excellent classroom and Behaviour Management skills • Experience of reporting to and/or working alongside Governors • Experience of developing home school partnership	Application Form and Interview		Application Form and Interview

	• Ability and confidence to sensitively and effectively manage change to the benefit of the school • High level of written and oral communication skills • The ability to work on own initiative, prioritising and managing time effectively • Experience of working with and forming strong and purposeful links with other agencies • Experience of dealing with safeguarding and child protection issues within a school context and the relevant legislation relating to this • Ability to set up effective working teams, develop team approaches and work as part of a team • Knowledge of current educational issues • Be committed to the development of self and colleagues • Ability to establish and sustain good relationships with parents, pupils, governors, staff and the wider community • Ability to take responsibility for the development and delivery of Teaching and Learning within at least one area of the curriculum and aspect of the whole curriculum • Ability to share responsibility with the Head teacher and Deputy Head Teachers for target setting and the raising of standards and attainment across the school. Other areas of responsibility to be agreed with the Head teacher • Know the responsibilities of a Governing Body and be able to contribute to their work through effective and purposeful partnership working	Application Form and Interview		

Specialist Knowledge	• Specialist working knowledge of the National Curriculum (2014) • Specialist knowledge of at least core curriculum area and the leading of this subject area • Experience and successful use of assessment and producing data analysis to raise standards • Experience of and successful development of assessment recording and reporting procedures • Working Knowledge of raising attainment plans and target setting for all groups • An understanding, knowledge and commitment to the principles of Nurture and the Attachment Theory approach to working with children	Application Form and Interview		Application Form and Interview
Job related skills	• Ability to analyse, prioritise and meet deadlines • Ability to communicate clearly in both a verbal and written form, to a number of audiences • Experience in person management • Ability to develop a key stage area, working with staff in a positive, supportive and effective way • Be able to use assessment data to report on pupils' performance to SLT, Governors, LA and other agencies • Excellent time management skills	Application Form and Interview		Application Form and Interview

	ESSENTIAL CRITERIA	HOW IDENTIFIED	DESIRABLE CRITERIA	HOW IDENTIFIED
Personal Qualities	• A commitment to a fully inclusive education and willingness to respond to the needs of individual learners with sensitivity • Highly motivated, committed and positive individual with drive and integrity • An ambitious and diligent professional who can motivate and inspire others, including pupils, parents, teachers and governors • A commitment to high standards for all, equality of opportunity and continuous improvement • A commitment to safeguarding and promoting the welfare of all children • Calm when under pressure • Rigorous and thorough, and sets self, high personal standards • Ability to communicate with staff and outside agencies and members of the local community • An awareness, understanding and commitment in ensuring inclusive practice • The ability to converse at ease with customers and service users and provide advice in accurate spoken English is an essential requirement of this post.	Application Form and Interview		
Other	• A commitment to work to involve parents, governors and the community in the work of the school • Commitment to some evening work and occasional weekend community activities	Application Form and Interview		