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# Appointment of Teaching Staff Personnel Specification

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Post Title Assistant Headteacher	School/Centre Albert Pritchard Infant and Wood Green Junior Federated Schools	Date: May 2018
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	Essential Requirements	N/ A	How Identified
1. Physical	A good attendance record Candidates should have less than 3 absences in the last 6 months or not more than 6 days absence over the 6 months prior to closing date of the post. Any absences relating to a disability or any other capacity will be viewed sympathetically and will be considered if fully explained. Should any candidate not meet these criteria and choose to include an explanation then this will be considered.		Job History from application form and reference. Performance on interview process. Sickness/Medical History information will be obtained from successful candidate after conditional offer of employment has been made.
2. Qualifications/Relevant Experience	<ul style="list-style-type: none"> <li>• Qualified Teacher Status and evidence of appropriate subsequent in-service training and professional development.</li> <li>• Experience of school improvement planning for pupil progress and monitoring the impact of action plans and interventions.</li> <li>• Evidence of a sound understanding of a range of teaching styles and approaches.</li> <li>• Evidence of the ability to raise standards of achievement and of sustaining progress.</li> <li>• Evidence of successful subject area leadership and management.</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Experience of monitoring and evaluating curriculum delivery and Teaching and Learning.</li> <li>• Evidence of middle / senior leadership training</li> </ul>		Formal possession of an appropriate qualification to be verified at interview. Employment history record. Past training employment history from application form and records.

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	Essential Requirements	N/A	How Identified
3. Knowledge and Skills	<ul style="list-style-type: none"> <li>• Effective interpersonal and communication skills combined with ability to lead and motivate pupils and staff.</li> <li>• Current, up-to-date knowledge of all national strategies.</li> <li>• Knowledge of the use of comparative data to inform school improvement.</li> <li>• Experience of analysing assessment information to inform planning.</li> <li>• Evidence of the ability to work with parents and outside agencies</li> <li>• The ability to lead a successful team.</li> <li>• Knowledge of current, effective teaching and learning</li> </ul>		Selection process by demonstration of ability to display knowledge and skills at the interview.
4. Personal Qualities	<ul style="list-style-type: none"> <li>• Lively disposition, possessing energy, resilience and drive</li> <li>• A sense of humour</li> <li>• High motivation and ability to use personal self-evaluation in order to become more effective</li> <li>• Positive attitude and a good understanding of the current changing climate in education</li> <li>• Honesty, integrity and professionalism</li> </ul>		Interview questions and application form details.
5. Any other additional requirements specific to this post.	<ul style="list-style-type: none"> <li>• Positive attitude to and enthusiasm for Teaching and Learning</li> <li>• Commitment to supporting a wide range of extra curricular activities in school and extended schooling.</li> <li>• Commitment to further development links with parents and community.</li> <li>• Vetting &amp; Barring Scheme Regulated Activity Registration and Enhanced CRB Disclosure Check required.</li> <li>• GTC Registration</li> </ul>		

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