

Job title	Grade	Directorate	Location
Assistant Headteacher	L4-L8	Children's Services	Christ Church C.E Primary School

Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criteria are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

Note to applicants

Whilst all criteria below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

(*See grid overleaf)

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	<ul style="list-style-type: none"> - Qualified Teacher Status. - Evidence of further professional development. - Participation in INSET 	A
2.	<ul style="list-style-type: none"> - Ability to communicate well at all levels both orally and in writing. - Outstanding classroom practitioner. - Ability to work as a team member. - Ability to lead, motivate and support staff. - Highly self motivated. - Ability to organise, use initiative and lead by example. - Ability to use IT to support teaching and class/school management. 	A & I & P

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
3.	<ul style="list-style-type: none"> - Breadth of primary age experience - Post of responsibility - Management of major innovation, e.g. management of a project/in depth review of a curriculum area. - Experience of monitoring classroom performance - Experience of school improvement planning 	A & I & P
4.	<ul style="list-style-type: none"> - A commitment to equality of opportunity. - A commitment to participative management. - A commitment to high standards. - A commitment to home school partnership. - A commitment to a firm but caring ethos and upholding agreed values. - An understanding of the role of monitoring and evaluation including the use of target setting and data interpretation. - An understanding of the role of Performance Management in school improvement. 	A & I & P
5.	<ul style="list-style-type: none"> - A commitment to the development of the social and emotional aspects of learning and R.E, PSHCE and citizenship. 	A & I
6.	<ul style="list-style-type: none"> - Written reference - Confirming professional and personal knowledge, skills and abilities referred to above - Good health and attendance record 	A & I

Desirable criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Degree and Management Training	A
2.	Leadership Role	A & I
3.	5 Years experience in preferably more than one school	A & I
4.	Willingness to participate in extra curriculum activities and the whole life of the school	A & I

Completed by	Date	Approved by	Date
Wendy McCormack	January 2024		

Method of assessment (* M.O.A.)

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation, **T** = Test, **AC** = Assessment centre