



Many Minds One Heart

Northfield School & Sports College

Person Specification

Job Title: Assistant Headteacher
Responsible To: Headteacher
Grade: L14 – L18

1. Skills, Knowledge & Aptitude	Essential/Desirable	Source of Evidence
• Able to articulate a vision of supporting pupils' attainment and progress.	E	Application Form/Written Reference/Selection Activity/Formal Interview
• Able to communicate very effectively – verbal, written, use of ICT, public speaking, good communication with parents, pupils, governors, staff and external agencies.	E	
• Strong track record in the classroom – a consistently good teacher with consistently good outcomes for pupils.	E	
• Good listening skills.	E	
• Leading teams – inspire and motivate, empower driving initiatives and managing change effectively.	E	
• Able to lead in the development of whole school plans and policies.	E	
• Reflective, evaluative and analytical thinking.	E	
• Reliable and resourceful.	E	
• Able to work under pressure – prioritise, organise, meet deadlines and targets.	E	
• Wide knowledge and understanding of current secondary education issues.	E	
• Thorough knowledge of the National Curriculum.	E	

• Up to date knowledge of all aspects of safeguarding and KCSIE	E	
• Ability to assess problems and instigate solutions.	E	
• Ability to analyse data to improve teaching and learning and achievement.	E	
2. Qualifications & Training	Essential/Desirable	Source of Evidence
• DfE recognised teaching qualification.	E	Application
• Honours graduate or equivalent.	E	Form/Formal
• Evidence of on-going relevant professional development.	E	Interview/Selection
• Further professional development in a relevant field e.g. NPQH or MA.	D	Activity
• Aspiration to become Deputy Headteacher or Headteacher in the future.	D	
3. Experience	Essential/Desirable	Source of Evidence
• Substantial and recent experience of leading and managing pastoral teams in a secondary setting.	E	Application
• Track record of success both in the classroom and as a pastoral middle leader	E	Form/Formal
• Experience of leading staff development and training.	E	Interview/Selection
• Experience of the development of high-quality teaching and learning.	E	Activity
• Experience in the development of rigorous monitoring and self-evaluation system.	E	
• Up to date knowledge of the OFSTED framework.	E	
• Experience of leading and implementing training and coaching.	E	
• Experience of the use of assessment data and reporting systems.	E	
• Experience of improvement planning and evaluation.	E	
• Experience of working with stakeholders and outside agencies to support pupils and their families.	E	
• Experience of appraisal systems.	E	
• An up to date knowledge of all child protection procedures and KCSIE.	E	

• Successful leadership and management of change and innovation leading to high performance.	E	
• Leadership experience at middle leader level.	E	Written Reference/Application Form/Formal Interview/Selection Activity
• Experience of leading whole school initiatives.	D	
• Experience of challenging staff underperformance.	D	
• An up to date knowledge of the Early Help system.	E	
• Experience of preparation for an OFSTED inspection.	D	
• Experience of working with school governors.	D	
4. Personal Characteristics	Essential/Desirable	Source of Evidence
• Forward planner who sets and meets aspirational targets.	E	Selection Activity/Written Reference/Formal Interview
• Persuasive and socially confident.	E	
• Flexible approach and welcomes change.	E	
• Leader who gains respect from staff by doing first by example.	E	
• A leader who is willing to challenge under performance.	E	
• Sense of humour.	E	
• Ability to provide clear and strong direction.	E	
• Integrity and a strong moral purpose.	E	
• Optimistic outlook.	E	
• Empathetic, calm and the ability to think clearly under pressure.	E	
• Able to deliver difficult messages.	E	
• Ability to uphold our three core values.	E	
5. Special Requirements	Essential/Desirable	Source of Evidence
• Willing to undertake classroom teaching or subject leadership as required.	E	Application Form/Formal Interview/Selection Activity
• Commitment to equal opportunities.	E	
• Commitment to safeguarding and promoting the welfare of children and young people.	E	
• Ability to negotiate and resolve conflicts	E	
• Ability to support the Headteacher and members of the leadership team.	E	

