



Personal Specification: Assistant Headteacher

Shaping the Future

Knowledge - *Knows about:*

- Ways to build, communicate and implement a shared vision
- Strategic planning processes
- Strategies for communication both within and beyond the school
- New technologies, their use and impact
- Leading change, creativity and innovation

Professional Qualities - *Is able to:*

- Think strategically, build and communicate a coherent vision in a range of ways
- Inspire, challenge, motivate and empower others to carry the vision forward
- Model the values and vision of the school

Leading Learning and Teaching

Knowledge - *Knows about:*

- Strategies for raising achievement and achieving excellence
- Models of learning and teaching
- The use of new and emerging technologies to support learning and teaching
- Principles of effective teaching and assessment for learning
- Strategies for ensuring inclusion, diversity and access
- Curriculum design and management
- Tools for data collection and analysis
- Monitoring and evaluating performance
- School self evaluation
- Strategies for developing effective teachers

Professional Qualities - *Is able to:*

- Demonstrate personal enthusiasm for and commitment to the learning process
- Demonstrate the principles and practice of effective teaching and learning
- Access, analyse and interpret information
- Acknowledge excellence and challenge poor performance across the school



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Developing Self and Working with Others

Knowledge - *Knows about:*

- The significance of interpersonal relationships
- Strategies to promote individual and team development
- Building and sustaining a learning community
- The relationship between managing performance, CPD and sustained school improvement
- The impact of change on organisations and individuals

Professional Qualities - *Is able to:*

- Foster an open, fair, equitable culture and manage conflict
- Develop, empower and sustain individuals and teams
- Collaborate and network with others within and beyond the school
- Challenge, influence and motivate others to attain high performance
- Give and receive effective feedback and act to improve personal performance

Managing the Organisation

Knowledge - *Knows about:*

- Principles and models of self-evaluation
- Principles and strategies of school improvement
- Project management for planning and implementing change
- Informed decision-making
- Performance management
- The use of new and emerging technologies to enhance organisational effectiveness

Professional Qualities - *Is able to:*

- Establish and sustain appropriate structures and systems
- Manage the school efficiently and effectively on a day-to-day basis in the absence of the Headteacher
- Prioritise, plan and organise themselves and others
- Make professional, managerial and organisational decisions based on informed judgements
- Think creatively to anticipate and solve problems

Securing Accountability

Knowledge - *Knows about:*

- The contribution that education makes to developing, promoting and sustaining a fair and equitable society



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- The use of a range of evidence, including performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance
- The principles and practice of quality assurance systems, including school review, self evaluation and performance management

Professional Qualities - *Is able to:*

- Engage the school community in the systematic and rigorous self-evaluation of the work of the school
- Collect and use a rich set of data to understand the strengths and weaknesses of the school
- Combine the outcomes of regular self-review with external evaluations in order to develop the school

Strengthening Community

Knowledge - *Knows about:*

- Current issues and future trends that impact on the school community
- The rich and diverse resources within local communities – both human and physical
- The wider curriculum beyond school and the opportunities it provides for pupils and the school community
- The work of other agencies and opportunities for collaboration
- Strategies which encourage parents and carers to support their children's learning

Professional Qualities - *Is able to:*

- Recognise and take account of the richness and diversity of the school's community
- Listen to, reflect and act on community feedback
- Build and maintain effective relationships with parents, carers and the community, that enhance the education of all pupils