



## HIGHFIELD PRIMARY SCHOOL PERSON SPECIFICATION ASSISTANT HEADTEACHER FOR INCLUSION/EYFS

		Essential/ desirable	Application form	Interview	Observation
<b>1.</b>	<b>Qualifications and training</b>				
1.1.	DfES qualified teacher status	E	✓		
1.2	Good honours degree or equivalent	D	✓		
1.3	Evidence of continual professional development	E	✓		
1.4	Management and leadership skills training	D	✓		
1.5	National Award for SEND	D	✓		
1.6	Designated Safeguarding Lead training (or willingness to undertake 1 day training prior to post)	D/E	✓		
<b>2.</b>	<b>Experience</b>				
2.1	Excellent classroom practitioner	E	✓		✓
2.2	Five years' teaching in more than one Key Stage	D	✓	✓	
2.3	Leadership and management of a Phase	E	✓	✓	
2.4	Leadership and management experience in a curriculum area and/or initiatives designed to raise standards within a school	E	✓	✓	✓
2.5	Involvement in the process of school improvement planning, monitoring, review and evaluation				
2.6	Have experience of using school data to identify priorities	E	✓	✓	
2.7	Involvement in raising achievement of children through effective identification, planning and monitoring	E	✓	✓	
2.8	Developing partnership with staff, parents/carers, governors, Friends of Highfield and other community stakeholders in a school	E	✓	✓	
2.9	Experience of managing a budget, prioritising funding and maintaining financial records	D	✓		
2.10	Leading and working as part of a team	E	✓	✓	✓
2.11	Experience of being a deputy Designated Safeguarding Lead	D	✓		
<b>3.</b>	<b>Knowledge</b>				
3.1	Sound knowledge and understanding of recent education legislation and its impact on schools	E	✓	✓	✓
3.2	Knowledgeable of Highfield Primary's ethos and values	E		✓	
3.3	Understand a range of approaches to teaching and learning to meet the needs of pupils with varying learning abilities	E	✓	✓	✓
3.4	Knowledge of effective strategies to ensure that children make good progress	E	✓	✓	
3.6	A substantial knowledge, experience and enthusiasm for curriculum leadership and development, including a clear grasp of recent changes	E	✓	✓	

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<b>4.</b>	<b>Skills and abilities</b>				
4.1	Demonstrate outstanding classroom practice	E			✓
4.2	Ability to provide a stimulating and child centred environment which promotes high expectations, pupil enquiry and resilience	E	✓	✓	
4.3	Demonstrate the skills to ensure the successful management and implementation of change	E		✓	
4.4	Proven ability to maintain and raise standards	E	✓	✓	
4.5	Skilled in managing behaviour positively	E	✓	✓	✓
4.6	Ability to assess pupils work and make judgements about appropriate provision	E	✓	✓	✓
4.7	Proven ability and confidence to lead and manage teams	E		✓	✓
4.8	Proven ability to establish and maintain collaborative partnership with a wide range of other professionals, as part of the delivery of multi-agency support services	D	✓	✓	
4.9	Proven ability to prioritise and organise	E		✓	
4.10	Effective communication skills (both orally and in writing)	E	✓	✓	✓
4.11	Ability to lead, inspire and challenge others	E	✓	✓	
4.13	Proven ability to identify problems/needs and devise solutions	E	✓	✓	✓
4.14	Ability to prioritise funding, maintain financial records of resources and work within a set budget	D	✓		
4.15	Ability to advise members of staff on methodology and other professional matters related to a specific area of responsibility	D	✓		

<b>5.</b>	<b>Personal Qualities</b>				
5.1	Enthusiastic about learning and development for all involved in the school	E	✓	✓	✓
5.2	Promotion of creative approaches to learning and teaching	E	✓	✓	✓
5.3	Proactive, self- motivated and resilient	E	✓	✓	
5.4	Possess a sense of humour	E	✓	✓	
5.5	Ability to maintain a work life balance	E	✓	✓	

<b>6.</b>	<b>Commitment to the promotion and awareness of Equal Opportunities issues, Safeguarding and Health &amp; Safety at Work</b>				
6.1	Proven ability to demonstrate awareness of the principles of equality and a commitment to equality of access and opportunity for both staff and children	E	✓	✓	
6.2	A commitment to safeguarding and promoting the welfare of children	E	✓	✓	
6.3	Proven ability to develop strategies for risk assessment and to evaluate risk to oneself and to others and to take appropriate action	E	✓		