



### Person Specification

#### Assistant Headteacher - Inclusion

This job description and person specification is based on requirements set out in the [School Teachers' Pay and Conditions Document](#), and where relevant, the [Teachers' Standards](#) and the [National Standards of Excellence for Headteachers](#).

**Job title:** Assistant Headteacher - Inclusion (with specific responsibility for: providing the strategic direction for inclusive practices and Pupil Premium).

**Salary:** L1 - L5 (£42,195 - £46,566).

**Contract type:** Full-time, permanent position with up to 0.5 teaching responsibility (to be negotiated).

**Reporting to:** The Headteacher.

**Responsible for:** SENCO, the SEND Team and 1:1 Teaching Assistants.

Criteria	Essential	Desirable	Source
<b>Qualifications</b>			
Qualified Teacher Status.	<input checked="" type="checkbox"/>		A
Relevant Degree.	<input checked="" type="checkbox"/>		A
Professional development in preparation for a leadership role e.g. National Professional Qualifications.		<input checked="" type="checkbox"/>	A
Professional development relating to Inclusion e.g. Attachment and Trauma/ACES.	<input checked="" type="checkbox"/>		A I
National Award for SEN Coordination		<input checked="" type="checkbox"/>	

Professional Development	Essential	Desirable	Source
Evidence of appropriate professional development for the role of Assistant Headteacher.	<input checked="" type="checkbox"/>		A I
Evidence of recent leadership and management professional development	<input checked="" type="checkbox"/>		A I
Professional development relating to Inclusion/SEND/ Pupil Premium.	<input checked="" type="checkbox"/>		A I
Successful completion of the Designated Safeguarding Lead Training.		<input checked="" type="checkbox"/>	A I

Evidence of CPD relating to designated teacher for looked-after and previously looked-after children		<input checked="" type="checkbox"/>	A I
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<b>School Leadership and Management Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Current experience as a senior/phase/middle/core subject leader in a primary school setting.	<input checked="" type="checkbox"/>		A I R
Active and effective leadership of a team/key stage/ curriculum area/department.	<input checked="" type="checkbox"/>		A I R
Be able to demonstrate successful/effective leadership in a school.	<input checked="" type="checkbox"/>		A I R
Evidence and experience of an active involvement in school self-evaluation and development planning processes.		<input checked="" type="checkbox"/>	A I R
Evidence of the implementation and development a successful whole-school initiative.	<input checked="" type="checkbox"/>		A I R
To have had responsibility for policy development and implementation.	<input checked="" type="checkbox"/>		A I R
To have had experience of and ability to contribute to staff development across the primary range. (E.g. coaching, mentoring, INSET for staff).		<input checked="" type="checkbox"/>	A I R

<b>Experience and Knowledge of Teaching and Learning</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Significant teaching experience, knowledge and understanding across the primary phase.	<input checked="" type="checkbox"/>		A I R
Proven experience of improving teaching and achievement of vulnerable pupils (including SEND/EAL/ Pupil Premium/Looked After)	<input checked="" type="checkbox"/>		A I R
To be able to adapt teaching to meet the needs of all groups of pupils.	<input checked="" type="checkbox"/>		I O R
Evidence of sustained, outstanding teaching practice and pedagogical approaches.	<input checked="" type="checkbox"/>		I O R
Evidence of successful contributed to the Senior Leadership Team/strategic direction of school life.	<input checked="" type="checkbox"/>		A I
Effectively led whole staff improvement, demonstrating clear, positive impact.	<input checked="" type="checkbox"/>		A I
Experience of supporting pupils with medical conditions including the development of individual healthcare plans	<input checked="" type="checkbox"/>		A I
Comprehensive and substantial experience of managing the use of Pupil Premium.	<input checked="" type="checkbox"/>		A I
Understanding of the information that schools maintained by their local authorities must publish on their website.	<input checked="" type="checkbox"/>		A I

<b>Professional Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Demonstrate an awareness and empathy of the needs of the pupils at Florence Melly Community Primary School and how these needs could be met.	<input checked="" type="checkbox"/>		A I O
To show a commitment to the school's DREAMS core values.	<input checked="" type="checkbox"/>		A I O
Demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies.	<input checked="" type="checkbox"/>		I O
Excellent written and verbal communication skills (which will be assessed at all stages of the process).	<input checked="" type="checkbox"/>		A I
To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice.	<input checked="" type="checkbox"/>		A I R
Show a strong commitment to good attendance, acting as a positive role model.	<input checked="" type="checkbox"/>		A I R

<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Consistently promote Florence Melly Community Primary School's strong educational philosophy and values.	<input checked="" type="checkbox"/>		A I O
Inspire, challenge, motivate and empower teams and individuals to achieve high goals.	<input checked="" type="checkbox"/>		A I O
Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people.	<input checked="" type="checkbox"/>		A I O R
Build and maintain quality relationships through interpersonal skills and effective communication.	<input checked="" type="checkbox"/>		A I O R
Demonstrate personal and professional integrity, including modelling values and vision.	<input checked="" type="checkbox"/>		A I R
The ability to effectively manage and resolve conflict.	<input checked="" type="checkbox"/>		A I R
Think analytically and creatively and demonstrate initiative in solving problems	<input checked="" type="checkbox"/>		A I R
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others.	<input checked="" type="checkbox"/>		A I R
Demonstrate impact and presence.	<input checked="" type="checkbox"/>		A I O R
Commitment to maintaining confidentiality at all times	<input checked="" type="checkbox"/>		R
Commitment to safeguarding and equality	<input checked="" type="checkbox"/>		A I R

Evidence that candidates meet the Essential/Desired criteria will be obtained through:

Application Form/ Letter	Interview	Lesson Observation	Reference
A	I	O	R