

# WEST TOWN LANE ACADEMY

WHERE LEARNING IS AN ADVENTURE

## ASSISTANT HEADTEACHER- EMPLOYEE SPECIFICATION

### 1. QUALIFICATIONS AND TRAINING

	Essential	Desirable
Qualified Teacher status.	✓	
Evidence of further professional development in preparation for senior management.		✓

### 2. TEACHING

	Essential	Desirable
Proven ability as an excellent classroom teacher.	✓	
Proven record as a subject leader.	✓	
Able to differentiate effectively to include SEN, EAL and high ability pupils.	✓	
Effective delivery of positive and consistent behaviour management strategies.	✓	
Experience of delivering whole school and cross-curricular activities.	✓	

### 3. MANAGEMENT KNOWLEDGE AND SKILLS

	Essential	Desirable
Proven ability at middle management level.	✓	
Experience of school self-evaluation, monitoring and contributing to a school development plan.		✓
Involvement in whole school strategic planning/policy development and implementation.	✓	
Raising the achievement of all pupils across the ability range.	✓	
The ability to lead curricular development across the school	✓	
Experience of writing and evaluating appraisal plans effectively.		✓
Experience of effective use of ICT to support teaching, learning and administration.	✓	
Experience of deploying and effectively utilising staff.	✓	

### 3. PROFESSIONAL KNOWLEDGE

	Essential	Desirable
An excellent understanding of what constitutes high quality learning and teaching for 3-11 year old pupils.	✓	
Practical understanding of implications of current legislation and developments in education.	✓	
Understanding of the Early Years Framework	✓	
Experience and understanding of Development Matters.	✓	
An understanding of Equal Opportunities/Diversity issues	✓	
An awareness and understanding of current leadership and management issues, including Teacher Appraisal, Pupil Progress meetings and the Pupil Premium.		✓
Ability to analyse data performance and formulate appropriate but rigorous action plans.	✓	
The ability to accurately judge a lesson using OfSTED criteria.	✓	
An understanding of the framework for Performance management		✓

### 4. SKILLS AND ATTRIBUTES

<b>a) Skills</b>	Essential	Desirable
Able to think strategically to effect school improvement	✓	
The ability to motivate, support, challenge and develop staff to secure improvement.	✓	
The ability/skills to build and lead teams effectively and efficiently using the skills of motivation, delegation and time management.	✓	
The skills to involve parents, governors and the wider community in the life of the school.	✓	
The ability to command respect through hard work, humour, fairness and determination.	✓	
Confident and enthusiastic user of ICT	✓	

<b>b) Attributes</b>	Essential	Desirable
A commitment to continuing personal and professional development.	✓	
The capacity to show initiative and a willingness to go the 'extra distance'.	✓	
Personal "presence" and a sense of confidence	✓	
The qualities of warmth, sensitivity, flexibility and maturity of approach.	✓	
Ability to manage pressure of own work and the work of others.	✓	
Good organisational and time management skills, with the ability to meet deadlines.	✓	
The ability to inspire colleagues.	✓	
Ability to resolve conflict	✓	

## Health and Safety at Work and Safeguarding of pupils

	Essential	Desirable
An understanding of the importance of health and safety at work	✓	
A commitment to ensuring all children are safeguarded	✓	
Recent Child Protection training	✓	