



## Person Specification: Assistant Headteacher – EYFS, Year 1 & Behaviour lead- ages 3-11

	Essential	Evidence
<b>Qualifications</b>	<p>Qualified Teacher status.</p> <p>Satisfactory enhanced DBS</p> <p>Valid work visa</p> <p>Evidence of commitment to further professional development</p>	<p>Application Form, certificates and Police checks</p>
<b>Experience</b>	<p>Experience and successful track record of:</p> <ul style="list-style-type: none"> <li>• Teaching in the EYFS/Primary Stage (Good/Outstanding teaching and learning observations and work scrutiny feedback)</li> <li>• being in a position of responsibility for an area of management or leadership in school</li> <li>• initiating and sustaining good partnership working</li> <li>• participating in a team approach to management, including the management of change;</li> <li>• administering and overseeing statutory assessments (EYFS/Year 1)</li> <li>• providing INSET and managing staff development</li> <li>• involvement in work related to raising levels of achievement</li> <li>• Experience of monitoring, evaluating and developing aspects of teaching and learning (EYFS)</li> <li>• Experience of supporting underperforming colleagues</li> <li>• Experience of leading whole school areas of focus</li> </ul>	<p>Application Form, References and Interview</p>
<b>Knowledge and understanding</b>	<p>Should have knowledge and a clear understanding of :</p> <p><b>1. Assessment</b></p> <ul style="list-style-type: none"> <li>• Assessment for Learning</li> <li>• Analysing and presenting data from a range of sources including National and Local Authority data;</li> <li>• Using assessment information to raise standards in EYFS and Year 1;</li> </ul> <p><b>2. Leadership</b></p> <ul style="list-style-type: none"> <li>• curriculum leadership and the school's role in providing effectively for all pupils especially the quality of curriculum content and direction and teaching and learning;</li> </ul>	<p>Application Form, Interview , lesson observation, task and references</p>

	<ul style="list-style-type: none"> <li>the role of Leadership in monitoring and developing school effectiveness and raising standards of education for all pupils;</li> <li>the role of the Senior Leadership Team;</li> <li>leadership of whole school area of focus-Behaviour would be desirable</li> </ul> <p><b>3.Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>A thorough understanding of the EYFS &amp; KS1 curriculum and relevant Inspection frameworks</li> <li>A wide range of teaching &amp; learning strategies and methods;</li> <li>The importance of developing learning and life skills</li> <li>A stimulating and purposeful learning environment appropriate for the needs of the EYFS /Year 1 child in particular and all children;</li> <li>Ofsted framework and criteria for teaching &amp; learning</li> </ul>	
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Proven ability and confidence to lead and manage teams</li> <li>Proven ability to establish and maintain collaborative working with a wide range of other professionals, as part of the delivery of multi-agency support services.</li> <li>Proven ability to prioritise and organise.</li> <li>Validated quality of teaching to be secure with elements of outstanding</li> <li>Effective communication skills, including the ability to negotiate and influence effectively.</li> <li>Proven ability to identify and support own training needs and those of staff.</li> <li>Proven ability to appreciate new technology and understand its usefulness within an educational environment (on and off the school site).</li> <li>Proven ability to identify problems/needs and construct solutions.</li> <li>Initiate and develop opportunities and ideas –strategic thinking</li> <li>Ability to adapt to the needs of a situation and change track.</li> <li>Analyse and interpret data, solving complex problems</li> <li>Engage and communicate with a variety of stakeholders maintaining professionalism and demonstrating our school values at all times</li> <li>Ability to challenge under performance &amp; close gaps in underachievement (staff &amp; pupils)</li> <li>Ability to organise creative, imaginative events &amp; initiatives at whole school level or support colleagues in doing so</li> <li>Ability to demonstrate initiative and be proactive to ensure that our school curriculum is relevant, engaging, motivation and addresses pupil’s current interests</li> </ul>	Application form, interview, task and references
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>Innovative, creative and visionary</li> <li>Team player and Optimist</li> <li>Honesty and Integrity</li> </ul>	Application Form Interview & interview task,

	<ul style="list-style-type: none"> <li>• Determined and Resilient</li> <li>• Positive and Enthusiastic</li> <li>• Resourceful and Systematic</li> <li>• Empathetic</li> <li>• Self-aware and Flexible</li> <li>• Emotionally Intelligent</li> </ul>	lesson observation and references
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>• The ability to communicate ideas and proposed actions, both verbally and in written form, to a variety of audiences.</li> <li>• A high level of inter-personal skills including the ability to listen and to put people at ease.</li> <li>• An enthusiastic and lively approach to both teaching and leadership &amp; management.</li> <li>• The ability to think creatively</li> </ul>	Application Form Interview, lesson observation and references
<b>Aims and Values</b>	<ul style="list-style-type: none"> <li>• A clear educational philosophy that accords with the aims, priorities and values of Buxton.</li> <li>• A clear, <b>creative</b> vision for EYFS and Year 1/KS1 provision.</li> <li>• A clear vision for partnership working.</li> <li>• A clear vision for all pupils' behaviour and well being.</li> </ul>	Application Form and Interview
<b>Commitment to and awareness of Equal opportunities issues</b>	<ul style="list-style-type: none"> <li>• Proven ability to demonstrate an awareness of the principles of and commitment to the promotion of equality of access and opportunity for both staff and children, to overcoming obstacles/barriers to this and to reviewing practices which are counter to it.</li> </ul>	Application Form, interview, lesson observation and references
<b>Commitment to and the promotion of Health &amp; Safety at work</b>	<ul style="list-style-type: none"> <li>• Proven ability to demonstrate commitment to the promotion of safe working practices and the provision of a safe, enabling learning environment for all pupils (especially in EYFS &amp; Year 1/KS1).</li> <li>• Proven ability to develop strategies for risk assessments and to evaluate risk to oneself and to others and to take appropriate action</li> <li>• A thorough understanding of safeguarding and welfare requirements</li> </ul>	Application Form, interview, lesson observation and references

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to :

- Motivation to work with children; particularly the very young;
- Ability to form and maintain appropriate relationships and personal boundaries with children, young people and colleagues;
  - Emotional resilience in working with challenging behaviours or in challenging circumstances.
  - Attitudes to use of authority and maintaining discipline.

**If you are shortlisted, any relevant issues concerning safeguarding children arising from your references will be discussed with you at interview.**