



The Priory Church of England Primary School, Christchurch

"Made to Flourish"

PRIORY C.E. VA PRIMARY SCHOOL Assistant Headteacher - Job Description

Pay range: L1 – L6

Person Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> QTS 	<ul style="list-style-type: none"> NPQM NPQL
Experience	<ul style="list-style-type: none"> Significant experience of working as a key curriculum leader in a primary school. Evidence of being an excellent classroom practitioner in a primary school Experience of working with parents and carers, outside agencies, to secure achievement, enrichment opportunities and resources for children Experience of delivering training for others Experience observing and feeding back to teaching and support staff 	<ul style="list-style-type: none"> Teaching the whole primary age range Line Management of other teaching/support staff Experience of leading appraisal cycles Setting and working to a budget Experience of working with and reporting to Governors Show evidence of vision, initiative and leadership in managing change to enhance and raise standards;
Knowledge and understanding	<ul style="list-style-type: none"> Ability to articulate a sound educational philosophy consistent with Priory School's Christian vision and ethos Current curriculum management, including the statutory requirements of the National Curriculum at Key Stages 1 and 2 Assessment, recording and reporting of pupils' progress and achievements in the context of both the broader curriculum and the statutory requirements of the National Curriculum Good understanding and ability to inspire colleagues to support them in inclusive practices effectively and providing for the needs of all pupils, including those with Special Educational Needs A commitment to plan and deliver whole-school activities such as parent meetings, staff CPD and assemblies 	<ul style="list-style-type: none"> Knowledge of the key principles and practice of primary education at Early Years and Key Stages 1 and 2 Whole-school issues and their implications for financial management National/local educational priorities/developments and their impact on school Secure understanding of Safeguarding procedures, guidance and other key documents in order to ensure the welfare and safety of all children and families SIAMS and OFSTED Inspection Framework; the process and importance of school self-evaluation Coaching and mentoring experience ECT Induction Tutor
Skills	<ul style="list-style-type: none"> Able to effectively manage children's behaviour in a positive way and to promote good relationships and good behaviour Highly developed interpersonal skills - able 	<ul style="list-style-type: none"> Ability to manage the process of change effectively

	<p>to talk effectively to children, parents, governors, external professionals and colleagues</p> <ul style="list-style-type: none"> • Able to liaise effectively with agencies, build good working relationships and rapport with colleagues • Excellent written and verbal communication and able to help the school raise standards of achievement • Able to read and use data and to use a range of sources of evidence to make judgements and identify next steps • Confident in the use of ICT as a teaching, learning, communication and administrative tool • Able to multi-task and to effectively delegate tasks to others 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to manage change sensitively • Calm approach • Ability to organise themselves and others • Ability to demonstrate initiative • Be flexible • Self-motivation • Capacity for hard work (and good humour) under pressure 	