



Employee Specification Form

Post Number	E252/03/01
Job Title	Assistant Headteacher
Department	Education
Prepared by and date	A Currie – Headteacher September 2025

Important - Study "Explanatory Notes" printed overleaf before completing form

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications <ul style="list-style-type: none"> Qualified Teacher Status Current DSL (Designated Safeguarding Lead) or willingness to undertake NPQ (Senior Leadership or equivalent) or willingness to undertake 	App/ Int	<ul style="list-style-type: none"> Evidence of other continued professional development in leadership and management Experience of leading English 	App
Experience <ul style="list-style-type: none"> Significant successful teaching experience across the primary phase Experience of school leadership at a middle or senior level Involvement in Ofsted inspection process Proven experience in managing behaviour Experience in line managing and performance managing staff Experience of working effectively with governors, parents and other external agencies or stakeholders Experience of leading whole-school improvement or change across the school 	App/ Int	<ul style="list-style-type: none"> Involvement of school self-evaluation Experience in teaching EYFS and/or KS1 Experience of leading Pupil Premium Strategy Experience of leading an ECT through the ECT framework Experience of mentoring student teachers 	App/ Int
Knowledge and skills <ul style="list-style-type: none"> Ability to undertake the responsibility of the day to day management of the school, in the absence of the Head/Deputy Head Teacher. Ability to communicate a vision and inspire others Ability to build effective working relationships Understanding of high quality teaching, and the ability to model this for others and support others to improve Strong understanding of the new Ofsted inspection framework Knowledge & experience of Safeguarding and Child Protection issues including KCSIE 	App/ Int	<ul style="list-style-type: none"> Competent in the use of AI Understanding of the EVOLVE system 	App/ Int

<ul style="list-style-type: none"> • Understanding of statutory responsibilities around Health & Safety, risk assessments and EVC co-ordination • Strong subject knowledge in English • Ability to mentor and support ECTs, students and colleagues • Understanding of the effective use of pupil premium funding involving researched based evidence and practice • High level of organisation and communication skills, both written and verbal • Competent in using IT systems to support leadership and management 			
Special Requirements <ul style="list-style-type: none"> • Highly motivated, resilient and able to work under pressure • Demonstrates strategic vision with the ability to translate into effective practice • Approachable, flexible and able to foster positive relationships across the school community • Committed to promoting equality, diversity and inclusion • Willingness to contribute and help lead wider school events including trips, residentials, PTA and community events • Commitment to ongoing professional development and reflective practice 	App/ Int	<ul style="list-style-type: none"> • Positivity and a sense of humour 	App/ Int

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These notes should be studied carefully before completing the form overleaf.

List the personal attributes required to fulfil the duties listed in the job description.

They must be:

- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

Essential or Desirable

- Essential

Those requirements without which a candidate would be simply unable to do the job.

Any candidate who does not meet the essential requirements must be rejected.

Examples could be the possession of current driving licence or relevant qualification.

- Desirable

Those requirements which are desirable, but not essential.

A candidate should not be rejected for failing to meet any single desirable requirement.

Examples for certain jobs could be local government experience or knowledge of new technology.

Personal Attributes

- Qualifications

What qualifications, if any, should the postholder possess?

To what level

- Experience

What experience, if any, is relevant?

- Knowledge and Skills

Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?

Do not list attributes which cannot be measured, eg “pleasant personality”, “flexible outlook”. Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).

Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.

- Special Requirements

Are there any conditions of service which differ from the norm and with which the postholder must comply? eg live-in requirements, flexible working hours, weekend working.

Stage Identified

Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc