



Employee Specification Form

Job Title	Assistant Headteacher – Park Primary School
Prepared by and date	M. Mellin, Headteacher – March 2026

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications <ul style="list-style-type: none"> Recognised teaching qualification Evidence of continuous professional development on a range of educational and leadership skills 	<p>App</p> <p>App</p>	Qualifications <ul style="list-style-type: none"> National Professional Qualification (NPQ) or equivalent Designated Safeguarding Lead Training Prevent training First aid training Mental health first aid training 	<p>App</p> <p>App</p> <p>App</p> <p>App</p>
Experience <ul style="list-style-type: none"> An excellent classroom practitioner in a primary school Evidence of strategic leadership to raise standards of learning and teaching Successfully managing and leading staff to promote positive change Experience and understanding of teaching and learning across the primary age range. Experience of delivering whole school developments across the primary age range to support staff in securing high standards and ensuring a consistently strong quality of education. Experience/knowledge of analysing data that can be used to inform the school improvement priorities Experience of evaluating teaching and learning to accelerate pupil progress 	<p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p>	Experience <ul style="list-style-type: none"> Current or recent experience as an Assistant Headteacher or Deputy Headteacher Experience of leading the performance appraisals Experience of working with the Governing Body at a strategic level Experience of leading accountability meetings so that pupils have the optimum chance to make accelerated progress Experience of being a Designated or Deputy Designated Safeguarding Lead Experience of being a Designated Teacher for Looked After Children 	<p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p>
Knowledge and Skills <ul style="list-style-type: none"> Excellent working knowledge of EYFS, and KS1 and KS2 in the primary phase Excellent inter-personal, organisational and communication skills An in-depth knowledge of curriculum development and effective pedagogy that ensures high quality learning experiences for the children Ability to exemplify how the needs of all pupils, including vulnerable groups, have been met through high quality teaching Knowledge of, expertise in, and a clear rationale for positive behaviour management Ability to challenge and support colleagues in order to close achievement gaps for specific pupil groups Experience of monitoring processes that result in improving or maintaining excellent pupil outcomes Ability to lead observations and deliver mentoring and coaching opportunities In-depth understanding of safeguarding issues and current legislation 	<p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p>	Knowledge and Skills <ul style="list-style-type: none"> Ability to write progress reports identifying key areas for development and provide regular updates Knowledge and understanding of safeguarding processes, planning regular spot checks Knowledge of all procedures related to safeguarding, updating policies on an annual basis Working with families and agencies to plan strategies and interventions to address individual pupil issues Working knowledge of the threshold criteria and the referral processes to social care and other agencies 	<p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p>
Special Requirements <ul style="list-style-type: none"> Commitment to the school ethos '<i>School, Family, Community – Together</i>' Value all children and commitment to the development of the whole child Ability to establish good relationships with parents/carers The ability to excite and enthuse pupils and colleagues Ability to contribute to the life of the school and school wider community 	<p>Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p>	Special Requirements <ul style="list-style-type: none"> Expertise that will complement the existing Senior Leadership Team. 	<p>App/Int</p>

Employee Specification Form

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 App form, interview, tests, references, etc