

**HANHAM PRIMARY FEDERATION**  
**HANHAM ABBOTS JUNIOR SCHOOL**  
**Junior Associate Headteacher - Person Specification**

**Qualifications**

<b>Essential</b>	<b>Desirable</b>
<b>Candidates should have:</b> <ul style="list-style-type: none"> <li>• Qualified teacher status with recent and relevant in-service training</li> </ul>	<ul style="list-style-type: none"> <li>• NPQH</li> <li>• Further professional qualification</li> </ul>

**Experience**

<b>Essential</b>	<b>Desirable</b>
<b>Candidates should be able to demonstrate experience of:</b> <ul style="list-style-type: none"> <li>• KS2/Primary Senior Leadership</li> <li>• Being inspected by OFSTED</li> <li>• KS2 Teaching Experience</li> <li>• Knowledge of school finances, personnel and staffing issues</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching in KS 1 &amp; 2</li> <li>• Leading staff professional development</li> <li>• Teaching in more than one school</li> <li>• Junior/Primary Deputy Headship</li> </ul>

**Knowledge & Understanding**

<b>Essential</b>	<b>Desirable</b>
<b>Candidates should have knowledge and understanding of:</b> <ul style="list-style-type: none"> <li>• Strategies for inclusion which seek to improve outcomes for all children</li> <li>• School self-evaluation and the effective use of data</li> <li>• Curriculum development and methods of assessment</li> <li>• The relevance and use of different leadership and management styles</li> <li>• Current employment and education legislation</li> <li>• Proven strategies for raising and maintaining school attainment</li> <li>• ICT for teaching and learning and school management</li> </ul>	<ul style="list-style-type: none"> <li>• The working of the governing body and its committees</li> <li>• How to support and promote a range of extra-curricular activities</li> <li>• Innovation in promoting the work and life of the school</li> </ul>

**Expertise**

<b>Essential</b>	<b>Desirable</b>
<b>Candidates should have the expertise needed to:</b> <ul style="list-style-type: none"> <li>• Collaborate with the rest of the FLT to ensure high quality learning provision for children at HAJ and the wider federation</li> <li>• Work effectively as a member of the FLT</li> <li>• Give clear leadership to the Junior School</li> <li>• Build and sustain successful teams encouraging shared involvement and accountability</li> <li>• Secure quality first teaching and learning</li> <li>• Promote effective professional development for whole staff team</li> <li>• Present, communicate, consult and negotiate with a range of colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage parents to be actively involved in their children's learning</li> <li>• Communicate clearly to a range of audiences</li> <li>• Have a skill or interest that will add to the range of extra-curricular activities across the Federation</li> </ul>

- Make effective use of ICT
- Form respectful, professional relationships with staff, children and parents
- Identify excellence and challenge poor performance

### Personal Qualities

#### Essential

#### The successful candidate :

- -demonstrates presence, integrity and resilience
- -is creative, visionary and inspiring
- -leads by example
- -is a consultative and collaborative leader, promoting an open approach to learning and exploring new ideas
- -is visible, approachable and respectful of others
- -demonstrates excellent and inclusive communication skills
- -can model and lead the learning of the staff team
- -shows a determination to put children and families first and a commitment to safeguarding and promoting the welfare of children
- -demonstrates warmth and humour
- -is committed to equal opportunities and inclusion
- -is committed to multi-cultural education

### Letter of Application

A candidates letter of application should meet the criteria set out in the Person Specification (2 sides A4, 11 point minimum font size) and be accompanied by a South Glos application form

### References

Two fully supportive references:

For all applicants:

- Headteacher (current school)
- Director of Education (current LA)