LADYWOOD SCHOOL AND OUTREACH SERVICE

**HEAD OF SCHOOL**

**PERSON SPECIFICATION**

The following outlines the key skills and experiences required for this position.

The selection panel will assess each candidate against the criteria listed below, expecting candidates to demonstrate knowledge and understanding of each area and to show evidence of having applied (or awareness of how to apply) this knowledge and understanding in the school context. You should refer to these requirements when completing your application. Short-listed candidates will be involved in a variety of activities directly related to the Person Specification that will form an evidence base.

The panel will use the following assessments tools:

* Application form (A)
* Interview/assessment activities (I)
* References and other employment checks (R)

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| |  | | --- | | **Essential** | | |  | | --- | | **Assessment**  **Method** | |
| **Knowledge and Experience**   * Senior Leadership experience within Special Education * Experience of working in at least two schools * Proven record of significant senior management achievement in improving educational outcomes in Special Education * Experience of management of human and financial resources at senior level * Understanding of the benefits of Collaborative Leadership * Understanding of Safeguarding within the context of Special Education | A/I  A  A/I/R  A/I   |  | | --- | | A/I  A/I | |
| **Education and Qualifications**   * Degree or equivalent * Teaching qualification      * Qualified Teacher Status      * Recent and relevant senior management development / training e.g. NQPH, MA/Further study | |  | | --- | | A  A  A  A | |  | |  | |
| **Skills**   * Outstanding leadership skills * Strategic management, resource management, development planning, personnel management and financial management skills * Effective collaborative skills * Ability to work productively with Executive Headteacher and Governing Board members * Ability to interpret, analyse and use data effectively to bring about school improvement * Well developed interpersonal and communication skills (including written, oral and presentation) * Ability to submit correctly completed application * Effective ICT skills | I/R  I/R  I/R  I/R  I/R  I/R    A    A/ I |
| **Personal attributes**   * Ability to develop and maintain excellent relationships with staff, parents, students, governors and the community * Ability to deal sensitively with people and achieve positive outcomes * Adaptable to changing circumstances and new ideas * Ability to solve problems and demonstrate clear understanding of the change process * Approachable, reliable, have positive presence and is highly visible to students, parents/carers and the wider community * Values diversity and the unique contribution that every individual makes to the learning community * Tenacity, Resilience and Humility * Belief in every child * Confident and assertive * High level of communication skill | A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R |

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| **Safeguarding**   * Displays a commitment to the protection and safeguarding of children and young people * Has up-to-date knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of staff, children and young people | A/I  A/I |
| **Promoting Equality and Diversity**  Understand how knowledge of our diverse communities can help us to deliver effective services and reduce disadvantage in the borough. Listen to contributions made to service development without prejudice. Challenge behaviours and processes which do not support the council’s work to eliminate discrimination; advance equality of opportunity; and foster good relations, while being prepared to accept feedback about own behaviour.  **Care**  Listen and respond to children/young people needs, seek out innovative ways of consulting and engaging them. Network with others to develop services for the benefit of the children/young people.  **Developing Self and Others**  Coach and mentor others. Be willing to share learning and encourage others to do the same. Listen to others and respond to their needs. Apply a range of development activities to develop and train staff. Endorse the principles of Investor in People. Strives for improvement and take responsibility for own development. Be self-confident and lead by example. | A/I  A/I  A/I/R |
| **Application form and letter**  The forms should be fully completed and free from error. The supporting statement should be clear and concise and should be no more than 3 sides of A4, Arial point 11. |  |