

# Forster Park Primary School

Post: Head of School

## Person Specification

Category	Essential	Desirable	Where Identified
Application	<ul style="list-style-type: none"> <li>Well structured supporting letter which very clearly relates to demonstrating how the person specification is met.</li> <li>Fully supported in reference</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>Reference</li> </ul>
Qualifications and Training	<ul style="list-style-type: none"> <li>Successful graduate</li> <li>Substantial continued professional development in relevant management.</li> <li>At least two years' relevant and recent proven success in a leadership role as Head of school or Deputy Headteacher/Assistant Headteacher within a Primary School.</li> </ul>	<ul style="list-style-type: none"> <li>Additional relevant qualification/study</li> <li>NPQH desired not essential</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of Staff Development issues</li> <li>Substantial and successful experience of monitoring and evaluation, target setting, school improvement planning and curriculum leadership</li> <li>Understanding of school self-evaluation and its link with school improvement and Ofsted inspection process</li> <li>Experience of observing and feeding back on learning and teaching to staff in order to ensure that pupils receive the highest quality of teaching across the school</li> <li>Leadership of diverse teams</li> <li>Teaching in more than one school</li> <li>Significant whole school responsibility in a range of areas covering both the academic and pastoral responsibilities.</li> <li>Successful experience planning and implementing change.</li> <li>Working with outside agencies particularly in relation to inclusion and staff development</li> <li>Up-to-date knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of, children and young people</li> <li>Being an inspirational leader, able to motivate and empower others to carry the vision forward</li> <li>Commitment to the protection and safeguarding of children and young people</li> </ul>	<ul style="list-style-type: none"> <li>Managing the school in the absence of the Head.</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Reference</li> <li>Interview</li> </ul>
Expertise	<ul style="list-style-type: none"> <li>Excellent classroom teaching skills</li> </ul>	<ul style="list-style-type: none"> <li>Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> </ul>

	<ul style="list-style-type: none"> <li>• Capability in interpreting and analysing school performance data, and the ability to use the information generated to secure school improvement</li> <li>• Ability to manage and develop a culture of high expectations and appropriate challenge and lead by personal example</li> <li>• Knowledge of varied approaches to learning</li> <li>• Good understanding of people management techniques and processes.</li> <li>• ICT skills to manage the requirements of the post with confidence</li> <li>• Excellent knowledge and understanding of diversity and equality requirements.</li> <li>• A clear vision and understanding of the needs of primary pupils.</li> <li>• A clear vision of how to challenge staff, underperformance at all levels.</li> </ul>	<p>procedures</p> <ul style="list-style-type: none"> <li>• Relevant research</li> </ul>	<ul style="list-style-type: none"> <li>• References</li> <li>• Interview</li> </ul>
Personal Attributes	<p>A range of personal qualities relevant to Headship including:</p> <ul style="list-style-type: none"> <li>• Ability to demonstrate enthusiasm and sensitivity while working with others.</li> <li>• Ability to initiate and manage change.</li> <li>• Using excellent oral and communication skills tailored to the needs of the audience, and excellent listening skills</li> <li>• Caring attitude towards staff, students and parents/carers.</li> <li>• Ability to be firm when required and take difficult decisions.</li> <li>• An excellent health and attendance record.</li> <li>• Evidence of being able to build and sustain effective working relationships with staff, Governors, parents/carers and the wider community.</li> <li>• Resilience and tenacity</li> <li>• Creativity, flexibility and innovation.</li> <li>• Working collaboratively with the Governing Body and Senior Leaders</li> <li>• Humour, warmth and energy.</li> <li>• Reliability under pressure.</li> </ul>	<ul style="list-style-type: none"> <li>• Generosity of time and spirit.</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• References</li> <li>• Interview</li> </ul>