**RIDGEWOOD HIGH SCHOOL **

**Head Teacher Appointment Person Specification**

***‘Achieving Excellence Together’***

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|  | **CRITERIA** | Essential/Desirable |  | Where assessed |
| E | D |  |
| **A** | **EDUCATION AND QUALIFICATIONS** |
| 1 | A good honours degree | **√** |  |  | Application form |
| 2 | Qualified Teacher Status (QTS) | **√** |  |  | Application form |
| 3 | Relevant higher degree |  | **√** |  | Application form |
| 4 | NPQH |  | **√** |  | Application form |
| 5 | Evidence of continuing professional development at Head / Deputy Head level and/or in preparation for Headship. | **√** |  |  | Application form |
| **B** | **PROFESSIONAL QUALITIES , KNOWLEDGE AND EXPERIENCE** |
| 6 | Demonstrate servant leadership and practice the seven principles of public life. | **√** |  |  | Letter/Interview |
| 7 | High expectations and personal integrity with the ability to create, promote and deliver the vision for excellence.  | **√** |  |  | Letter/Interview |
| 8 | Demonstrate our core values of trust and transparency and the belief that all students have the potential to succeed. | **√** |  |  | Letter/Interview |
| 9 | Strategic leadership experience as a Head Teacher / Principal or Deputy Head Teacher / Vice Principal in a fully comprehensive school. | **√** |  |  | Application form/Letter/interview |
| 10 | Knowledge and understanding of the key legal issues relating to the leadership of a school including: equal opportunities, race relations, disability, employment and health and safety.  | **√** |  |  | Letter/Interview |
| 11 | Proven track record in leading, mentoring, monitoring and managing staff, building high performance teams, implementing and managing change. | **√** |  |  | Letter/Interview |
| 12 | Knowledge and experience of Child Protection, Safer Recruitment, Safeguarding procedures and Prevent. | **√** |  |  | Application form/Letter/Interview |
| 13 | Be articulate and approachable with excellent interpersonal skills and communication skills across all media. | **√** |  |  | Letter/Interview |
| 14 | Develop strong, supportive relationships with, students, staff, parents/carers, the wider school community, other schools within the Trust and Governors. | **√** |  |  | Interview |
| 15 | Be a visible high profile role model, leading by example, with a professional approach that demands excellence, confidence, trust and respect of the School and wider community. | **√** |  |  | Interview |
| **C** | **STUDENTS AND STAFF** |
| 16 | Raise aspirations and have a clear vision for excellence, providing targeting intervention to ensure every student reaches his /her potential. | **√** |  |  | Letter/Interview |
| 17 | Secure excellent teaching through a collaborative understanding of how students learn and of the core features of successful classroom practice. | **√** |  |  | Letter/Interview |

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| 18 | Provide inspirational leadership which imparts confidence and motivates students, staff, and parents. | **√** |  |  | Letter/ Interview |
| 19 | Commitment to the school’s vision, values and ethos and a celebration of its’ achievements | **√** |  |  | Letter/ Interview |
| 20 | Experience of positive behaviour management and developing a student focused, inclusive and effective learning environment so that behaviour and attendance are robustly good / outstanding. |  | **√** |  | Letter/Interview |
| 21 | Experience of curriculum development along with an understanding of the issues associated with choice and flexibility needed to provide a personalised curriculum from Year 7 through to the Year 11 |  | **√** |  | Letter/Interview |
| 22 | Demand ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on student outcomes | **√** |  |  | Letter/Interview |
| 23 | Successful experience of the implementation of effective assessment procedures and an understanding of assessment for and of learning  | **√** |  |  | Letter/Interview |
| 24 | Evidence of achieving a safe, secure and healthy school environment | **√** |  |  | Letter/Interview |
| 25 | Appreciate the importance of a work life balance for all staff | **√** |  |  | Letter/Interview |
| 26 | Experience of robust appraisal and performance management of all staff, developing staff through continuing professional development, mentoring. | **√** |  |  | Letter/Interview |
| 27 | Leadership of or involvement in staff recruitment, appointment and induction | **√** |  |  | Letter/Interview |
| 28 | Understanding of safer recruitment and child protection procedures and the ability to ensure their implementation | **√** |  |  | Letter/Interview |
| 29 | Understanding of how financial and resource management enable a school to achieve its educational priorities | **√** |  |  | Letter/Interview |
| **D** | **ACCOUNTABILITY** |
| 30 | Evidence of highly developed skills in performance management, recognising high performance and tackling underperformance through to resolution. | **√** |  |  | Letter/Interview |
| 31 | Experience of effective strategic financial and resource management to achieve educational priorities and ensure efficiency and value for money. |  | **√** |  | Letter/Interview |
| 32 | Proven successful experience of school self-evaluation, school improvement and accountability. | **√** |  |  | Letter/Interview |
| 33 | Experience of working strategically and collaboratively within an Academy Trust. |  | **√** |  | Letter/Interview |
| 34 | Proven ability to plan strategically with the expertise to deliver and to communicate compellingly the School’s vision and drive the strategic leadership, empowering all students and staff to excel. |  | **√** |  | Letter/Interview |
| **E** | **PERSONAL QUALITIES AND ATTRIBUTES** |
| 35 | Be proactive, innovative and versatile with a high level of drive, energy and enthusiasm necessary to effectively deliver common goals and bring about improvements. | **√** |  |  | Interview |
| 36 | Ability to prioritise, time manage and delegate effectively.  | **√** |  |  | Interview |
| 37 | Inspires respect, self motivated and well organised  | **√** |  |  | Interview  |
| 38 | Resilient, tenacious and works effectively under pressure | **√** |  |  | Interview / references |
| 39 | Inspirational leadership with high impact  | **√** |  |  | Letter/ Interview / References |
| 40 | Decisive with sound judgement | **√** |  |  | Interview / References |