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| Category | Essential | Desirable | Where Evidenced |
| Application | * A well -structured supporting letter which clearly demonstrates how the person specification is met * Fully supporting references |  | * Application * Reference |
| Qualifications and Training | * Successful graduate * Substantial continued professional development in relevant management * At least two years’ relevant and recent proven success in a leadership role as Head or Deputy/Assistant Head in a Primary School | * Additional relevant qualification/study * NPQH desired not essential | * Application |
| Experience | * Experience of staff development issues * Substantial and successful experience of monitoring and evaluation, target setting, school improvement planning and curriculum leadership * Understanding of school self-evaluation, it’s link with school improvement and the Ofsted Inspection process * Experience of observing and feeding back on learning and teaching to staff * Leadership of diverse teams * Teaching in more than one school * Significant whole school responsibility in a range of areas covering both academic and pastoral responsibilities * Successful experience of planning / implementing change * Working with outside agencies * Up to date knowledge and understanding of relevant legislation and guidance in relation to working with children and young people | * Managing the school in the absence of the Head   (if currently Deputy/Assistant ) | * Application * Reference |
| Expertise | * Excellent classroom teaching skills * Capability in interpreting and analysing school performance data, and the ability to use the information generated to secure school improvement * Ability to manage and develop a culture of high expectations and appropriate challenge and lead by personal example * Knowledge of varied approaches to learning * Good understanding of people management techniques and processes. * ICT skills to manage the requirements of the post with confidence * Excellent knowledge and understanding of diversity and equality requirements. * A clear vision and understanding of the needs of primary pupils. * A clear vision of how to challenge staff underperformance at all levels | * Relevant research | * References * Interview |
| Personal Attributes | A range of personal qualities relevant to Headship including:   * Ability to demonstrate enthusiasm and sensitivity while working with others. * Ability to initiate and manage change. * Using excellent oral and communication skills tailored to the needs of the audience, and excellent listening skills * Caring attitude towards staff, students and parents/carers. * Ability to be firm when required and make difficult decisions. * An excellent health and attendance record. * Evidence of being able to build and sustain effective working relationships with staff, Governors, parents/carers and the wider community. * Resilience and tenacity, humour, warmth and energy. * Creativity, flexibility and innovation. * Working collaboratively with the Governing Body and Senior Leaders * Reliability under pressure |  | * Application * References * Interview |