Ridgeway School

Person Specification – Head Teacher

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| **Category**  (Parts 3-8 relate to the 4 domains in the National Standards for Headteachers) | **Essential** | **Desirable** | **Evidence**  e.g. Application form / Application Task / Selection Activity / Interview / Certificates |
| 1. **Qualifications** | * Qualified Teacher status | * Post-qualification award * NPQH Award or current participation in the programme | * Certificates * Application form |
| 1. **Experience** | * Experience as an effective Head Teacher, Deputy Head Teacher, Assistant Head Teacher or other significant senior leadership position * Teaching experience in a variety of Key Stages * Substantial experience of leadership and Management in a special school * Knowledge and understanding of strategic improvement at a whole school level * Experience of working with a wide range of services and partners providing support to children or young people with special educational needs * Experience of working in partnership with parents * Understanding of the Designated Safeguarding Lead role in schools | * Curriculum leadership in one or more core subjects * Experience of teaching in more than one school * Leadership of assessment procedures and pupil progression data analysis * Proven experience of developing and sustaining good relationships with people and organisations in the wider and surrounding community * Experience of working with a Multi-Academy Trust (MAT) * Experience of leading whole school strategic improvement * Experience of being a Designated Safeguarding Lead | * Application form * Interview |
| 1. **Professional Development** | * Evidence of recent continuing professional development relating to school leadership and management, and curriculum / teaching and learning * Evidence of learning and impact from continuing professional development in the field of special educational needs * Evidence of commitment to staff well-being and professional development | * Experience of leading / coordinating professional development opportunities and in-house Inset training | * Application form * Interview |
| 1. **Strategic Leadership** | * Ability to articulate and share a vision of an outstanding special educational provision * Ability to inspire and motivate staff, pupils, parents and governors to achieve the aims of the school * Evidence of having used successful strategies for planning, implementing, monitoring and evaluating school improvement * Ability to analyse data, develop strategic plans, set targets and monitor / evaluate progress towards these * Knowledge of what constitutes ‘outstanding’ in educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all pupils * An understanding of the role of the governing body, in continuous improvement * Knowledge of the statutory framework for special education, the SEN Code of Practice and related statutory regulations and other relevant legislation * The ability and experience to see the school in a wider context working with a range of schools and other partners | * Experience of working closely with a governing body * Evidence of having successfully translated vision into reality at whole-school level * Experience of managing and leading change and growth | * Application form * Selection activities * Interview |
| 1. **Leading Learning & Teaching** | * A secure understanding of the requirements of the National Curriculum and the Early Years Foundation Stage and P-levels/ engagement scales * Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils with SEND * A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning * Experience of effective monitoring and evaluation of teaching and learning * Secure knowledge of statutory requirements relating to the curriculum and assessment * An understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management | * Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to behaviour management * Experience of utilising and evaluating teaching strategies for a range of needs and abilities | * Application form * Interview |
| 1. **Leading & Managing Staff** | * Successful experience of working in and leading staff teams * Ability to delegate work and support colleagues in undertaking responsibilities * Experience of performance management and supporting the continuing professional development of colleagues * An understanding of the most important aspects of the operational management of a school * Understanding of how financial and resource management enable a school to achieve its educational priorities | * Experience of working with governors to enable them to fulfill whole-school responsibilities * Successful involvement in staff recruitment, appointment / induction * Experience of successful operational management of a school * Understanding of effective budget planning and resource deployment | * Application form * Selection activities * Interview |
| 1. **Securing Accountability** | * Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents, governors * An understanding of the OfSTED criteria for the evaluation of a school * Experience of effective whole-school self-evaluation (SEF) and improvement strategies * Ability to provide clear information and advice to pupils, staff, parents / carers, governors and outside agencies * Experience of accountability for analysis and reporting key information i.e., target-setting, , SEF, School Development Plan, financial management and monitoring teaching and learning | * Experience of presenting reports to governors * Experience of leading information sessions for parents * Experience of offering challenge and support to improve the performance of staff * Experience of driving improvement and challenging under performance. | * Application form * Selection activities * Interview |
| 1. **Strengthening Community** | * Successful experience of working with a range of groups and agencies in a school’s local community * An understanding of, and commitment to, working in partnership with other schools and educational agencies | * Experience of working in partnership with other local schools to raise standards | * Application form * Interview |
| 1. **Safeguarding** | * Knowledge of national and local safeguarding guidance * Experience of safeguarding and promoting the welfare of children and young people * A commitment to work with relevant agencies to protect children and young people * Knowledge of best practice and procedures in school for safeguarding children and young people |  |  |
| 1. **Skills, Qualities & Abilities** | * Inspirational leadership * High quality teaching skills with special needs pupils * High expectations of pupils’ learning and attainment * Strong commitment to school improvement and raising achievement for all * Ability to build and maintain good relationships * Ability to remain positive and enthusiastic when working under pressure * Ability to organise work, prioritise tasks, make decisions and manage time effectively * Empathy with children and adults * Excellent communication skills * Stamina and resilience * Highly developed interpersonal skills including the ability to work effectively with all relevant stakeholders |  | * Application form * Selection activities * Interview * References |