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
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| 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
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| 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
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| 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
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| 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
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| 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
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| 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
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| 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
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| 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
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| 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
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