

CAPELLA HOUSE SCHOOL

Head of School Person Specification

The appointment panel will be looking for evidence that the candidate has demonstrated their ability to fulfil the criteria.

Please use the key below to identify which sources we will be looking at for the evidence that the criteria have been met.

A Application **I** Interview **R** References

	Criteria	Source	Essential (E) or Desirable (D)
Qualifications and Training			
1	Qualified Teacher Status	A	E
2	Honours Graduate or equivalent	A	E
3	Further relevant professional or academic study	A	D
Experience			
4	Substantial recent experience as Headteacher, Deputy or Assistant Headteacher of a special school.	A, I, R	E
5	Substantial experience of working with pupils with speech, language and communication difficulties and autism, and in working effectively with therapists and other professionals to address these needs	A, I, R	E
6	Substantial experience of working in schools with all age ranges 5-19	A, I, R	E
7	Recent experience as Designated Safeguarding Lead	A, I, R	D
Qualities and Knowledge			
8	Ability to lead by example, demonstrating positive relationships and attitudes with pupils, staff, parents, governors and/or Trustees and other partners	A, I	E
9	Demonstrates a broad, current knowledge and understanding of relevant legislation and education systems locally/nationally and pursues continuous professional development	A, I	E
10	Demonstrates a sound knowledge and understanding of safeguarding and child protection legislation, and practices to ensure that children are kept safe in education.	A, I	E
11	Demonstrates excellent written and oral communication skills relevant to a range of audiences and including the effective use of technology	A, I	E
12	Demonstrates the ability to Lead with political and financial astuteness, within a clear set of principles, ably translating local/national policies into the school's context	A, I	E
13	Demonstrates a creative and innovative approach, effectively focussing on finding solutions to issues	A, I	E

Pupils and staff. Is able to develop systems which:			
14	Demand ambitious standards for all, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on outcomes and holding them to account for their professional conduct and practice	A, I	E
15	Create and lead ethos in which all staff are motivated and supported to develop their own skills and to support each other	A, I	E
16	Enable you to be an effective and inspiring leader, coaching current and aspiring leadership in a climate where excellence is the standard	A, I	E
Systems and Processes. Is able to develop systems and processes which:			
17	Establish rigorous, fair and transparent procedures for managing the performance of all staff, including under-performance, in-line with the Trust's policies.	A, I	E
18	In consultation with the Executive Headteacher and School Business Manager, manage the School budget and resources effectively	A, I	E
19	Enable Governors and Trustees to fulfil their responsibilities by providing information as requested, actively participating in Board and committee meetings and ensuring that those involved in Governance are welcomed to the school.	A, I	E
School Improvement, Strategy and Effectiveness. Is able to:			
20	Develop a vision for the school, in-line with that of the Trust and in consultation with the Executive Headteacher. Ensure that the vision is effectively communicated and actively promoted by all stakeholders.	A, I	E
21	Develop robust self-evaluation processes that enable areas for improvement to be clearly identified.	A, I	E
22	In consultation with the Executive Headteacher, develop, implement, monitor and review a School Development Plan to ensure that Trust and school priorities and objectives are met.	A, I	E
23	Develop effective relationships with fellow professionals and colleagues in other services to improve academic, health and social outcomes for all pupils	A, I	E