

## Person Specification

### Post: Head of School

Attributes	Essential	Desirable	How identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good honours degree</li> <li>• Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>• Post-graduate study</li> <li>• Management qualification, e.g. MBA or NPQH</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Documentary evidence</li> </ul>
<b>Teaching and learning experience</b>	<ul style="list-style-type: none"> <li>• Measurable impact as a teacher and middle leader</li> <li>• Impact as a Vice Principal or equivalent</li> <li>• A variety of teaching and management in at least two different secondary schools</li> <li>• Improve the quality of teaching through rigorous quality assurance systems</li> </ul>	<ul style="list-style-type: none"> <li>• Innovative practice and its impact on student outcomes</li> <li>• Senior leadership in a multi-academy trust</li> <li>• Senior leadership in two schools</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Letter</li> <li>• Ofsted reports</li> <li>• References</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Current performance indicators</li> <li>• Outward facing</li> <li>• Make decisions based on accurate analysis, interpretation and understanding of relevant data and information</li> <li>• Keep things simple and consistent, refining and persevering with the chosen course of action</li> <li>• Give clear messages positively and assertively</li> <li>• Communicate effectively in speech and in writing to a range of audiences</li> <li>• Manage good communication systems</li> <li>• Chair meetings effectively</li> <li>• Successfully use a range of appropriate leadership styles</li> <li>• Commitment to a clear vision</li> <li>• Motivate, inspire and promote effective working partnerships</li> <li>• Model and demonstrate the trust's core values to students and staff at all times</li> <li>• Monitor and evaluate practices to see that they are being carried out and are effective</li> <li>• Accurately observe lessons and give constructive feedback</li> <li>• Deal sensitively with people and resolve conflicts</li> <li>• Exercise accountability effectively, efficiently and fairly</li> </ul>	<ul style="list-style-type: none"> <li>• Working in a high-performing school</li> <li>• Knowledge of finance and operations</li> <li>• Curriculum planning</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• References</li> <li>• Interview</li> </ul>

Attributes	Essential	Desirable	How identified
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Prioritise and manage his/her own time effectively</li> <li>• Achieve challenging professional goals</li> <li>• Take responsibility for own professional development</li> </ul>		
<b>Character</b>	<ul style="list-style-type: none"> <li>• A strong moral purpose and drive for improvement</li> <li>• Motivated, enthusiastic and flexible</li> <li>• Good sense of humour</li> <li>• Ability to receive and act on feedback</li> <li>• Excellent interpersonal skills</li> <li>• A desire to develop yourself</li> <li>• Ability to work under pressure</li> <li>• Commitment to the full life of the academy</li> <li>• Excellent record of attendance</li> <li>• Good judgement</li> <li>• A passion for learning and for enabling students to develop as effective and enthusiastic learners</li> <li>• Self-confidence, personal impact, resilience, emotional intelligence and intellectual ability</li> <li>• Commitment to working with other Principals for the benefit of all Dixons students</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to offer extra-curricular provision</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Letter</li> <li>• Interview</li> <li>• References</li> </ul>