



HEADTEACHER WESTBOURNE PRIMARY SCHOOL

PERSON SPECIFICATION

The person specification set out below shows the key abilities and skills required for this position. Short-listing is carried out on the basis of how well you meet the requirements of the person specification. **The selection panel will assess each candidate against the criteria listed below expecting each candidate to demonstrate knowledge and understanding of each area and show evidence of having applied (or awareness of how to apply) this knowledge and understanding in a school context.**

The panel will use the following assessment tools:

- application form including supportive statement
- interview/assessment activities
- reference and other employment checks

E = essential; D= desirable)

QUALIFICATIONS

	E/D	Application & supportive statement	Interview	Assessment activities
Holds a National Professional Qualification in Headship (NPQH) or is an existing Headteacher or Deputy Headteacher or is an Assistant Headteacher at a very large Primary School	E	✓		
Qualified teacher status	E	✓		
Degree/further degree/professional qualification	D	✓		
Evidence of continuing professional development	E	✓		

EXPERIENCE AND KNOWLEDGE

	E/D	Application & supportive statement	Interview	Assessment activities
Significant experience as a Headteacher or Deputy Headteacher or Assistant Headteacher of a primary age range establishment	E	✓		

Extensive experience as a classroom teacher at primary level	E	✓		✓
Experience of work in a school improvement role beyond own school	D	✓	✓	
Knowledge of Extended School Provision	D	✓	✓	
Effective relationship with trust board	E	✓	✓	✓
Effective team management experience and use of distributive leadership	E	✓	✓	✓
Managed change or introduced and managed a new initiative	E	✓	✓	
Knowledge of school budget management	E	✓	✓	✓
Effective use of staff, premises and other resources to support curriculum provision and school improvement	E	✓	✓	✓
Planned and implemented school improvement to enable outstanding outcomes	E	✓	✓	✓
Managed curriculum to ensure breadth, inclusion and access for all	E	✓	✓	✓
Managed performance, formally and informally, to promote staff development and school improvement	E	✓	✓	
Used ICT and other technology throughout the curriculum	E	✓	✓	
Developed effective relationships with children, parents and wider community	E	✓	✓	✓
Worked with other schools to share expertise	E	✓	✓	
Knowledge of best practice and procedures for safeguarding children and young people	E	✓	✓	✓

QUALITIES AND SKILLS

	E/D	Application & supportive statement	Interview	Assessment activities
Strong commitment to excellence	E		✓	✓
Inspirational and enthusiastic	E		✓	✓
Willingness to continue the excellent standards in sport and other extra –curricular activities	E		✓	✓
Embraces and enables change	E		✓	✓
Confidence to make decisions in the interests of the children	E		✓	✓
Caring and considerate attitude towards children, staff, parents and trustees	E		✓	✓
Articulate - both: verbal written	E E	✓	✓	✓
Ability to identify, investigate and resolve problems	E		✓	✓

Ability to devise, implement and complete agreed strategies	E		✓	✓
Organisational skills	E		✓	✓
IT literate	E		✓	