



HEADTEACHER – PERSON SPECIFICATION

TRAINING AND QUALIFICATIONS	Essential	Desirable	Source: A – Application I – Interview R – References
Qualified Teacher Status	✓		A
Degree or equivalent	✓		A
National Professional Qualification for Headship		✓	A
Evidence of commitment to Continual Professional Development including recent participation in a range of relevant in-service training	✓		A/I
SAFEGUARDING	Essential	Desirable	Source: A – Application I – Interview R – References
Understanding of responsibilities of the Headteacher in ensuring compliance with Health and Safety Legislation	✓		A/I/R
Clear commitment to and understanding of Child Protections matters, Safeguarding Legislation and practice	✓		A/I/R
SCHOOL LEADERSHIP AND MANAGEMENT	Essential	Desirable	Source: A – Application I – Interview R – References
Effective Leadership experience at Deputy Head, Assistant Head or SLT level in a Secondary School	✓		A/I/R
Secure understanding of strategies for staff performance management, pay and progression	✓		I
Evidence of strategic planning to raise standards for school improvement	✓		A/I/R
Experience of successful implementation of strategies for raising achievement and ensuring effective teaching and assessment	✓		A/I
Evidence of embracing and leading change	✓		A/I
Have experience of multiagency working to support vulnerable children and families, and to promote excellent attendance	✓		A/I
EXPERIENCE OF TEACHING	Essential	Desirable	Source: A – Application I – Interview R – References
Promote high standards of pupil behaviour and attitudes to learning	✓		A/I
Evidence of effective classroom practice including the application of new technologies	✓		A/I

As a teacher to be accountable to the school systems of teacher assessment	✓		A/I
PROFESSIONAL KNOWLEDGE AND UNDERSTANDING	✓	Desirable	Source: A – Application I – Interview R – References
Ability to communicate and translate a shared vision into practice	✓		A/I
Understanding the complexity of accountability required of a Headteacher	✓		I
Understanding of school budget management and financial accountability	✓		A/I
Ability to provide a balanced curriculum to enable all students to achieve their full potential	✓		A/I
Confidence in accessing, analysing, interpreting and synthesising information demonstrating high order analytical skills to make informed judgements	✓		A/I/R
The use of data to establish benchmarks and set targets for improvement	✓		A/I
Drive improvement and challenge underperformance	✓		A/I
Have an understanding of national policy, curriculum and assessment developments and the statutory and legal framework within which a school operates, including the Ofsted Inspection Framework	✓		A/I
Understanding roles of MAT structures and Local Governing Body	✓		A/I
Experience of leading/coordinating professional development opportunities		✓	A/I
PERSONAL SKILLS AND ABILITIES	Essential	Desirable	Source: A – Application I – Interview R – References
Highly approachable, has presence and enjoys being visible to staff, students and parents	✓		I/R
Ability to relate to, and a genuine enthusiasm for, the development of young people	✓		A/I/R
Strong commitment to raising standards	✓		A/I/R
Ability to be inspirational, resilient, and good humoured when working under pressure	✓		A/I/R
Self-motivated and excellent organisational skills and the ability to prioritise workload effectively	✓		A/I/R
Outstanding communication skills to a range of audiences	✓		A/I/R
Confidence to delegate management tasks, trust those responsible and monitor their implementation	✓		I/R
Able to ensure resources are deployed to the maximum benefit of staff and students	✓		A/I/R

Ability to collaborate effectively with other partners and build and maintain good relationships with all stakeholders, including the local community	✓		A/I/R
Committed to securing equality, ensuring inclusion, addressing diversity and access throughout the school	✓		A/I/R
Ability to inspire and develop leadership in others	✓		A/I/R
Competent user of ICT	✓		A/I/R
Imaginative, motivational and ability to retain a sense of humour	✓		I