



<b>Job Title/School</b>	Headteacher – Mount Primary School
<b>Department</b>	Children and Young People's Services

## Employee Specification Form

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
<b>Qualifications</b>		<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>A degree or equivalent qualification.</li> <li>Evidence of impact in a leadership role</li> <li>Recognised teaching qualifications.</li> <li>Qualified teacher status</li> </ul>	<p>App App</p> <p>App App</p>	<ul style="list-style-type: none"> <li>Evidence of further relevant study</li> <li>NPQH or similar leadership training. {or evidence of working towards qualification}</li> </ul>	<p>App/Int App/Int</p>
<b>Leadership and Management Experience</b>		<b>Leadership and Management Experience</b>	
<ul style="list-style-type: none"> <li>To have been successfully and actively involved in school self-evaluation and development planning</li> <li>Knowledge and understanding of strategic financial planning, budgetary management, and the management of resources in relation to their contribution to child achievement</li> <li>To have had experience of leading staff professional development which leads to organisational improvement and progress</li> <li>To be able to lead and develop staff in order for them to be able to meet the educational needs of all pupils through high quality inclusive teaching</li> <li>Experience of successful working with Governors</li> <li>Successful experience of monitoring, evaluating and improving the quality of teaching and learning.</li> <li>Has a proven track record of promoting and delivering high standards of achievement.</li> <li>To demonstrate an up to date knowledge of recent developments in legislation which affects primary schools and school age pupils</li> <li>To be an accomplished role model and show empathy to all staff</li> <li>Evidence of leadership in a significant curriculum initiative that has raised standards of learning and teaching.</li> <li>Experience of successfully managing and leading staff to promote positive change.</li> <li>Experience/knowledge of analysing data that can be used to inform the</li> </ul>	<p>App/Int App/Ref/Int App/Int</p> <p>App/Ref/Int</p> <p>App/Ref/Int</p> <p>App/Ref/Int App/Ref/Int</p> <p>App/Ref/Int</p> <p>App/Int</p> <p>Ref/Int App/Int</p> <p>App/Int</p>	<ul style="list-style-type: none"> <li>Experience of contributing to a successful Ofsted Inspection.</li> <li>Experience of teaching or leading in more than one school</li> <li>Understanding and/or experience of academy conversion and a willingness to engage in the process</li> <li>{Experience of collaborative working with other schools}</li> <li>Record of providing appropriate INSET for all staff as part of the drive to improve learning and teaching at their school.</li> <li>Experience of reviewing Performance Management and ensuring that staff have appropriate target setting.</li> <li>Experience of working with the Governing Body on a strategic level</li> <li>Recent successful experience as a Headteacher or acting up in that post</li> </ul>	<p>Ref/Int App/Int App/Int</p> <p>App/Int App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p>

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School Development Plan. <ul style="list-style-type: none"> <li>Experience of evaluating teaching and learning to provide feedback and constructive appraisal.</li> </ul>	App/Int		
<b>Professional attributes</b>		<b>Professional attributes</b>	
<ul style="list-style-type: none"> <li>To have excellent written and verbal communication skills, with the ability to adapt these skills to different audiences as appropriate</li> <li>To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice</li> <li>Evidence of raising standards by collecting, analysing and using data on pupils progress and performance then successfully leading and managing pupil through change to bring about improvements</li> <li>Be able to demonstrate an understanding, awareness and empathy of the needs of all the pupils and these needs could be met</li> <li>Be able to demonstrate a clear rationale for behaviour management and a proven track record of leading the effective implementation of a range of behaviour management techniques</li> <li>Experience of teaching across primary level</li> </ul>	App/Ref/Int  App/Int  App/Int  App/Int  Ref/Int  App/Int	<ul style="list-style-type: none"> <li>Be able to demonstrate personal CPD desires and/or activity</li> </ul>	Ref/Int
<b>Personal skills and attributes</b>		<b>Personal skills and attributes</b>	
<ul style="list-style-type: none"> <li>Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people</li> <li>Build and maintain quality relationships through interpersonal skills and effective communication</li> <li>Demonstrate personal and professional integrity, including modelling values and vision</li> <li>Manage and resolve conflict</li> <li>Prioritise plan and organise self and others</li> <li>Inspire, challenge, motivate and empower teams and individuals to achieve</li> <li>Think analytically and creatively, and demonstrate initiative in solving problems</li> <li>Be aware of own strengths and areas for development. Listen to and reflect upon feedback and act appropriately</li> </ul>	App/Int  Ref/Int  Ref/Int  App/Ref/Int App/Ref/Int App/Int  App/Int  Ref/Int	<ul style="list-style-type: none"> <li>An awareness of ways to create an emotionally literate school</li> </ul>	Ref/Int
<b>Special Requirements</b>			
<ul style="list-style-type: none"> <li>Ability to create and maintain an environment which celebrates success</li> </ul>	App/Int	<ul style="list-style-type: none"> <li>Expertise that will complement existing leadership team</li> <li>Enthusiasm in promoting the positive ethos of Mount Primary School</li> </ul>	App/Int App/Int

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<ul style="list-style-type: none"> <li>• A natural ability to empathise with adults and children</li> <li>• A willingness to maintain and further develop the wider life of the school and its community</li> <li>• Initiative. We want a forward thinker.</li> <li>• Warmth and empathy.</li> <li>• Ability to establish good relationships with parents.</li> <li>• The ability to excite and enthuse pupils and colleagues.</li> <li>• Effective organisational skills and the ability to meet deadlines.</li> </ul>	Ref/Int Ref/Int  App/Int App/Int Ref/Int Ref/Int Ref/Int		