

The Arnold Centre – Head Teacher and Head of Children’s Centre Person Specification

[A] TRAINING AND QUALIFICATIONS			
	Essential	Desirable	Source A- application C/Q – certificates of qualifications I - interview R - references
Qualified teacher status		✓	A, C/Q
Degree or other professional qualification	✓		A, C/Q
NPQH or NPQICL		✓	A, C/Q
Recent participation in a range of relevant professional training and development including leadership development	✓		A/I/R

[B] EXPERIENCE OF TEACHING AND LEADERSHIP			
	Essential	Desirable	Source A- application C/Q – certificates of qualifications I - interview R - references
Senior leadership experience	✓		A, I, R
Recent successful teaching experience in the EYFS		✓	A, I, R
Experience of leading and managing a significant school / centre initiative	✓		A, I, R
Significant experience working in Early Years	✓		A, I
Experience of strategic financial planning, budget management and the principles of best value	✓		I, R
Experience of leading change and improvement	✓		I, R
Understanding of new technologies – their use and impact	✓		I
Experience of monitoring and evaluating performance to inform the centre SEF	✓		A, I, R
Experience of supporting disadvantaged children and families with additional and complex needs	✓		I, R
Experience of managing and co-ordinating multi-disciplinary teams	✓		I

[C] PROFESSIONAL KNOWLEDGE AND UNDERSTANDING			
Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to the specific phase.			
	Essential	Desirable	Source A- application C/Q – certificates of qualifications I - interview R - references
What constitutes outstanding quality in Early Years education, day care and Children’s Centre provision	✓		I
Pupils’ educational development		✓	I
School / centre leadership and management including strategic planning	✓		A, I, R
In-depth knowledge and understanding of the Early Years statutory framework, development matters, and Early	✓		I

Years outcomes			
Core purpose of a Children's Centre and Ofsted inspection process	✓		I
Effective teaching and learning strategies	✓		I, R
School / centre improvement strategies	✓		A, I
Local and national policies, priorities and statutory frameworks including welfare requirements, safeguarding and child protection procedures, children and discrimination and equality.	✓		I
Governance / management committees	✓		I, R
An understanding of the family CAF, social care thresholds and child referral procedures	✓		I
SEND	✓		I, R

[D] PERSONAL SKILLS AND ABILITIES			
Applicants should be able to provide evidence that they have the necessary personal skills and abilities required by the post:			
	Essential	Desirable	Source A- application C/Q – certificates of qualifications I - interview R - references
Show a passion for, and commitment to, improving outcomes for children and families			I, R
Think strategically, make informed decisions	✓		I, R
Good interpersonal and communication skills	✓		A, I
Capacity to inspire and motivate the whole school community	✓		A, I, R
Ability to engage effectively with families and the community			I, R
Competent in the use of ICT	✓		I
Flexibility to respond to the full range of responsibilities described in the job description including covering the Children's Centre provision over 44 weeks of the year	✓		I
Prioritise, plan and organise themselves and others	✓		I, R
Successful experience of performance management, support and supervision of staff	✓		A, I, R
Ability to analyse, interpret and share information and performance data with a range of audiences in order to improve educational outcomes and services	✓		I, R

[E] OTHER REQUIREMENTS			
	Essential	Desirable	Source A- application C/Q – certificates of qualifications I - interview R - references
Application forms should be completed in full	✓		A
Letters should be clear and concise (3 sides of A4 maximum at Times New Roman Point 12)	✓		A
Should address the criteria identified in the person specification	✓		A

[F] CONFIDENTIAL REFERENCES AND REPORTS			
	Essential	Desirable	Source A- application C/Q – certificates of qualifications I - interview R - references P - presentation T - task observation
Two written references only (one from the most recent employer)	✓		R
Confirming professional & personal knowledge, skills & abilities referred to above	✓		R
Positive recommendation from current employer	✓		R