

# Marshfields Special School

## Head Teacher Person Specification

Recruitment June 2018



Ref	Criteria	Essential/ Desirable	App	Ref	Interview
<b>Qualifications and Training</b>			<b>Shortlisting</b>		
1	Has qualified teacher status (QTS).	E	X		
2	Has a qualification relevant to headship, leadership and management.(e.g. NPQH)*.	D	X		
<b>Professional Experience and Knowledge</b>					
3	Has a successful track record of leading a school through an Ofsted inspection.	D	X	X	X
4	Significant experience in leadership in a variety of school contexts (types and key stages).	E	X	X	X
5	In depth knowledge and understanding of the wider educational agenda including current national policies, statutory requirements and issues.	E	X	X	X
6	Evidence of successfully leading large teams of professionals.	E	X	X	X
7	Ability to support, guide and advise the governing body so that it can fulfil its role and responsibilities successfully.	E	X	X	X
8	Evidence of close collaboration with a range of other professionals	E	X	X	X
<b>Personal Aptitudes, Qualities and Skills</b>					
9	The ability to think and plan strategically to promote the school's vision, ethos and values.	E	X	X	X
10	Is well organised, able to plan, prioritise and delegate effectively ensuring that all deadlines are adhered to.	E	X	X	X
11	Excellent oral, written and IT skills.	E	X	X	X
12	Has the ability to tackle difficult situations and make difficult decisions with sensitivity.	E	X	X	X

Shaping the Future					
13	The ability to inspire, challenge, motivate and empower others to carry forward a shared vision for school improvement.	E	X	X	X
14	Successful experience of implementing change.	E	X	X	X
15	The ability to translate a vision into a school plan with ambitious and challenging goals and implementing it successfully.	E	X		X
16	Enthusiastically embracing change and innovation and promoting new technologies.	E	X	X	X
Leading Teaching and Learning					
17	Able to monitor and evaluate performance in order to raise standards.	E	X	X	X
18	Successful use of data to raise achievement of pupils and improve teacher effectiveness.	E	X	X	X
19	Knowledge and understanding of whole school curriculum to promote learning for pupils with complex needs.	E	X	X	X
20	Ability to promote and maintain an environment that promotes positive behavior.	E	X	X	X
21	Proven track record in tracking and monitoring pupil progress using pupil data to drive school improvement.	E	X	X	X
Developing and working with others					
22	Proven success in promoting equality, respecting diversity and challenging stereotypes so as to promote the rights of young people.	E	X	X	X
23	Fully appreciates the importance of a work life balance.	E	X	X	X
24	Experiences of networking with other schools and agencies.	E	X	X	X
25	Evidence or experience of succession planning and commitment to Continuing Professional Development for all staff.	E	X	X	
Leading and Managing the organisation					
26	Evidence of successful leadership of whole school initiatives leading to improved provision and outcomes.	E	X	X	X
27	Ability to consult and negotiate effectively with different stakeholders involved with the school including the Local Authority.	E	X	X	X
28	Evidence of highly developed skills in performance	E	X	X	

	management, recognising high performance and tackling underperformance through resolution.				
29	Experience and understanding of the recruitment process to ensure the appointment and retention of the highest quality staff, including all safer recruitment and safeguarding procedures.	E	X	X	
30	A good understanding of the latest school inspection framework and the ability to prepare staff.	E	X	X	X
31	Establish and sustain appropriate structures and systems, adapting to changing requirements and resources including managing finance and resources effectively to maximise their use and value.	E	X	X	X
32	Understanding legislation and implementation with regard to Safeguarding, such that the school meets its statutory requirements and is a safe environment for learning, and promoting the well-being of staff and students.	E	X	X	X
<b>Securing Accountability</b>					
33	Proven successful experience of school self-evaluation and accountability and the school improvement process.	E	X	X	X
34	Successful experience of strategic financial and resource management, ensuring efficiency, value for money. Evidence of collaboration with LA and school finance teams.	E	X	X	X
35	Understanding legislation with regard to Health and Safety, such that the school meets its statutory requirements and is a safe environment for learning, and promoting the well-being of staff and students.	E	X	X	X
<b>Strengthening Community</b>					
36	Has an empathy with parents/carers of pupils with complex needs including, severe and profound learning difficulties.	E	X	X	X
37	Evidence of creating new partnerships within the wider community to further enhance pupils understanding of the wider world.	E	X	X	X
38	Able to reflect and act on community feedback.	E	X	X	X

\*It is no longer mandatory for all first-time Head Teachers to have been awarded the National Professional Qualification for Headship (NPQH) *before* being appointed to the post. However, NPQH is a credible threshold qualification, which signals readiness for headship.