

Cranleigh C of E Primary School Person Specification - Headteacher

**Criteria for short-listing and appointing.
Evidence of the following are required:**

Qualifications and Experience

1. Qualified Teacher Status
2. Evidence of continuous professional development
3. NPQH accreditation (*hold or working towards*)
4. Relevant Primary school leadership practice as a Head or Deputy with proven team building abilities
5. Successful primary school teaching and curriculum proficiency
6. Experience of teaching the new curriculum

Developing and working with others

1. Adopt a dynamic, caring and flexible leadership style which will both influence and stimulate staff and pupils to achieve their potential
2. Establish a shared vision and strategic plan that inspires and motivates pupils, staff and all members of the school community
3. Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and objectives of the school
4. Encourage and develop the staff to continually achieve high quality learning throughout the school
5. Using empathy to attend to the well-being of all staff through example and exercising of duty of care

Learning and teaching

1. Acknowledge excellence whilst developing and implementing relevant strategies to raise performance across the school
2. Identify and challenge underperformance at all levels and ensure an effective plan for improvement
3. Articulate clear values and purpose with a passion for excellence in education and a belief that every child deserves to reach their full potential
4. Hold all staff to account for their professional conduct and practice
5. Monitor and evaluate performance through analysis of data, benchmarks and school self-evaluation in order to raise attainment and embed school improvement
6. Ensure that learning is at the centre of strategic planning and resource management
7. Maintain strong, positive working relationships with the stakeholders, the wider community and other schools to share experience and mutual benefits

<p>Managing the school</p> <ol style="list-style-type: none"> 1. Apply successful performance management processes with all staff, establishing effective arrangements for appropriate, accurate and timely management information, enabling continuous evaluation of teaching 2. Direct the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities 3. Demonstrate a passion for teaching and strong communication skills articulating clear values and purpose
<p>Finance, accountability and governance</p> <ol style="list-style-type: none"> 1. Ability to lead the overall management of the school including resource management, business and programme planning and the strategic planning process 2. Responsibility for overseeing the production of the annual budget and financial strategy for approval by the Governing Board 3. Provide a clear and accurate account of school performance to all stakeholders and Ofsted 4. Ensure everyone with responsibilities regarding operation of the school are clear on their accountabilities and duties
<p>Wider stakeholder and community management</p> <ol style="list-style-type: none"> 1. Develop the current culture and curriculum of Christian distinctiveness and diversity within the school and the community 2. Promote British values across the curriculum whilst preparing pupils to take effective part in multi-ethnic and multicultural Britain 3. Ensure learning experiences for pupils are linked and integrated with the wider community 4. Augment the partnership with parents and carers to support and improve children's achievements and personal development
<p>Safeguarding</p> <ol style="list-style-type: none"> 1. Demonstrate a commitment to and a comprehensive understanding of safeguarding/prevent policies and procedures 2. Experience of promoting the well-being of all children 3. Ability to form and maintain appropriate relationships and personal boundaries

Cranleigh Primary School and Surrey Country Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.