

Policy Document No: Per 1.1.2

Headteacher (Wilsic Hall School)
Person Specification

Job Title: HEADTEACHER (WILSIC HALL SCHOOL)

Service: Wilsic Hall School

Qualifications

Essential **Desirable**

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|---|---|---|
| 1 Qualified teacher status. | ✓ | |
| 2 Advanced professional qualification relevant to the position. | | ✓ |
| 3 A full, clean driving licence (and the use of, and willingness to use a suitable car on company business). | ✓ | |

Knowledge

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| 1 Knowledge of severe learning disabilities/autism. | ✓ |
| 2 Working knowledge of all relevant aspects of the Special Educational Needs Code of Practice and the National Curriculum. | ✓ |
| 3 Working knowledge of the Ofsted Framework for the Inspecting of Independent Schools and the role of self-evaluation in the inspection and school development process. | ✓ |
| 4 Knowledge of current legislation relating to the care and welfare of the children and young people, including Keeping Children Safe in Education, the Education (Independent Schools Standards) Regulations 2014 and the SEND Code of Practice. | ✓ |
| 5 Knowledge of the law and best practice in relation to managing Human Resources and Health & Safety. | ✓ |
| 6 Knowledge of Positive Behaviour Support (DH 2014) approaches and Reducing the Need for Restraint (guidance for children and young people with LD, autistic spectrum conditions in social care and residential schools) June 2019 HM Government. | ✓ |

Experience

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|--|---|
| 1 At least 3 years full time successful experience as a senior manager in a school setting. | ✓ |
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<u>Experience continued</u>	<u>Essential</u>	<u>Desirable</u>
2 Successful practical experience of advising on, planning, co-ordinating, and participating in, non-aversive methods of challenging behaviour and responding to children on the autistic spectrum.	✓	
3 At least 3 years successful experience of developing best practice in special education.	✓	
4 At least 3 years successful experience of managing the planning and delivery of specialist individual education programmes.	✓	
<u>Skills and Abilities</u>		
1 Ability to demonstrate a level of punctual and reliable attendance at work required to satisfactorily fulfil job role.	✓	
2 Ability to work in accordance with the school calendar.	✓	
3 Ability to manage and influence managers to develop best practice and personal performance.	✓	
4 Ability to communicate in an effective, accurate and timely manner, both verbally and in writing.	✓	
5 Ability to develop strategies which contribute to achievement of corporate goals and meet whole organisation and service needs.	✓	
6 Ability to maintain a professional and confidential attitude to all aspects of the post.	✓	
7 Ability to relate positively and professionally with:		
- Staff		
- Children		
- Parents/carers		
- Personnel involved in placing people we support		
- the local community		
- outside agencies, eg Local Authority, Ofsted, Safeguarding Children Teams, Health, virtual schools, school improvement partners.	✓	
8 Ability to manage spending within agreed budgets.	✓	
9 Ability to analyse management information and use it to best advantage.	✓	

Skills and Abilities continued

	<u>Essential</u>	<u>Desirable</u>
10 Ability to enable line managers to achieve policy compliance whilst working in a busy and challenging environment.	✓	
11 Ability to assimilate and objectively analyse and assess evidence and reach a clear and reasoned conclusion.	✓	
12 Ability to organise and prioritise own workload to meet job requirements.	✓	
13 Ability to quality ensure the work of the education team to ensure all students have consistent access to a suitable curriculum and continue to make positive progress.	✓	
14 Through continuing professional development and coaching/ appraisal able to raise standards of education as experienced by the students including identifying and challenging issues relating to staff underperformance.	✓	
15 Ability to oversee the day-to-day running of the school to ensure a positive learning environment is equally available to all students regardless of ability level and level of additional needs	✓	