**PERSON SPECIFICATION**

**Post Title: Head of School, The West Grantham Academy St John’s**

**Salary Range / Grade: Leadership Point 15 to Leadership Point 20 (£55,049 to £62,240)**

**Responsible to: Executive Headteacher**

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| **Job Criteria** | | | **Essential** | | | **Desirable** | | **How Evidenced**  **A – Application**  **I – Interview**  **R -Reference** | | | |
| Qualifications | | | Qualified Teacher Status  (B. Ed, M.Ed or PGCE) | | | SLE status  NPQH  Evidence of further professional  development or other qualifications | | A | | | |
| Experience | | | Previous recent experience as a senior leader in a successful academy or school  Varied experience and understanding of teaching and learning across the primary age range  Proven track record of successful leadership  Successful experience of raising achievement  Responsibility for developing, monitoring and evaluating an aspect of academy provision  Experience of leading and managing people  Experience of contributing to self-evaluation and academy improvement  Experience of leading training and other staff development activities  Can demonstrate the ability to preserve and develop the Christian character of the academy | | | Experience of working beyond the academy and classroom  Experience of coaching, mentoring and leading Performance Management/Appraisal  Experience of working with and engaging the involvement of external partners, governors, parents and the wider community | | A, R  A, R  A, R  A, R  A, R  A, R  A, R  A, R  I | | | |
| Skills | | | Ability to positively influence others  Ability to motivate, lead and manage people to work both individually and in teams  Ability to implement change and plan strategically  Outstanding communication skills, with a range of audiences both orally and in writing  Understanding, analysis and interpretation of academy performance data  Ability to prioritise, work under pressure and meet deadlines  Effective problem solving skills  Effective administrative and organisational skills | | |  | | | | I  I  I  I  I  I  I  I | |
| Knowledge and Understanding | | | Up-to-date knowledge and understanding of current educational issues and best practice including:   * What constitutes an outstanding academy * The process of strategic planning and academy self-evaluation * Leading the management of change * Academy budget management and financial responsibilities * The Ofsted process   In-depth knowledge of curriculum development and effective pedagogy | | |  | | | | A, I  A, I | |
| Knowledge and Understanding | | | A proven track record as an excellent teacher  Knowledge of the curriculum  Sound understanding of assessment, recording and reporting  Understanding of strategies for academy improvement  Knowledge of how the effective use of data and target setting can raise standards  Knowledge and understanding of safeguarding | | | Working knowledge of  RAISEonline | | | A, R  A, I  A, I  I  A, I  A, I | | |
| Personal Attributes | | | Value all children and be committed to the development of the whole child  Relate well to students, staff and parents and care about their individual needs  Able to adapt to changing circumstances and new ideas in a positive and creative manner  Has high expectations of self and others  Good judgement  Energy and enthusiasm  Integrity and loyalty  Commitment to an open, collaborative style of management  A good sense of humour  Resilience, determination and passion to succeed | | |  | | | A,I,R | | |
| Equal Opportunities | | | Knowledge of and commitment to equal opportunities issues as they relate to education and academies | | | Communicant member of the Church of England or affiliated Church (as defined by Churches Together in England) | | | A, I, R | | |