



Person Specification for the Post of Headteacher

<i>Headteacher Job Description</i>	
Position:	Head Teacher
Pay Range:	L18 - L24

Listed below are the personal attributes required to fulfill the duties listed in the Job Description.

Key: A – Application Form D-Desirable I – Interview CC – Checking Certificates

Note: Candidates failing to meet any of the essential criteria will not be shortlisted for the next stage of the recruitment process

<i>(A) Qualifications</i>	<i>Essential</i>	<i>Desirable</i>	<i>Assessment</i>
Qualified teacher status	E		A, CC
Degree or equivalent qualification	E		A, CC

<i>(B) Professional Development</i>	<i>Essential</i>	<i>Desirable</i>	<i>Assessment</i>
Evidence of appropriate professional development for the role of headteacher. (Including NPQH or enrollment on the course)	E		A, I
Has successfully undertaken child protection training.	E		A
Has successfully undertaken appropriate training for the role of Designated Safeguarding Lead or has a commitment to do so.	E		A, I
Has successfully undertaken the Secretary of State's Safer Recruitment Training or has a commitment to do so before taking up post or within twelve months of taking up post.	E		A, I, CC

<i>(C) School leadership and management experience</i>	<i>Essential</i>	<i>Desirable</i>	<i>Assessment</i>
Recent significant and successful leadership as a Headteacher or Deputy Headteacher. Or other substantial experience of educational leadership.	E		A, I
Ability to articulate a clear vision for the school and its future development	E		A, I
Aptitude to think strategically and plan for educational improvement	E		A, I
Involvement in school self-evaluation, development planning and driving priorities forward	E		A, I
Experience of curriculum leadership and development	E		A, I
Proven experience of reviewing, evaluating and improving teaching and learning to raise standards which have positively impacted on outcomes for all children including those with SEND	E		A, I
Have an awareness of the financial management of a school and the need for financial accountability	E		A, I
Knowledge and understanding of strategic financial planning and budgetary management, particularly in relation to their contribution to school improvement and pupil achievement		D	A, I
Had responsibility for policy development and implementation		D	A, I
Have an up to date knowledge and understanding of key legislation particularly in relation to working with and protection of children	E		A, I
Demonstrate a good awareness of current national and local educational policy and strategy including attendance.		D	A, I
Experience of leading effective staff development across Primary (e.g. coaching, mentoring, INSET for staff)	E		A, I
Evidence of working effectively with a Governing Body	E		A, I
The ability to provide advice and support to the Governing Board to enable it to meet its responsibilities		D	A, I
Demonstrate a clear understanding and rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies	E		A, I

Experience of working within a culturally rich and diverse community.		D	A, I
Experience of working with and engaging positively with parents to promote the caring family/ community culture and ethos of the school	E		A, I

<i>(D) Experience and knowledge of teaching</i>	<i>Essential</i>	<i>Desirable</i>	<i>Assessment</i>
Successful experience of teaching in a variety of settings	E		A, I
A current knowledge and understanding of all key stages represented in the school.		D	A, I
Experience of providing professional challenge and support to others through Performance Management		D	A, I
Experienced in the effective use of assessment information to improve pupil learning to monitor and raise standards	E		A, I
Exemplify how the needs of all pupils have been met through high quality teaching	E		A, I
Experience of contributing to the development and implementation of statutory policies and procedures	E		A, I,

<i>(E) Professional and personal attributes</i>	<i>Essential</i>	<i>Desirable</i>	<i>Assessment</i>
Excellent written and oral communication skills (which will be assessed at all stages of the process)	E		A, I
Ability to develop professional relationships with staff	E		A
Commitment to the mental health and wellbeing of staff, pupils and their families	E		A, I
A working knowledge of a variety of digital platforms and systems for both management and communication		D	A, I
Be a leader of learning, demonstrating, promoting and encouraging outstanding classroom practice	E		A, I
A willingness to engage with all stakeholders	E		A, I

(F) Professional skills based on the Headteachers' Standards 2020

The Headteacher is expected to have a good knowledge of the Headteachers' Standards 2020 upon which the job description is based and be willing to work towards the achievement of these standards.

In addition, the Headteacher will be expected to work with the governors to set annual personal objectives within the framework of these standards:

- School Culture
- Teaching
- Curriculum and Assessment
- Behaviour
- Additional and Special Educational Needs and Disabilities
- Professional Development
- Organisational Management
- Continuous School Improvement
- Working in Partnership
- Governance and Accountability

