

**Swan Lane First School**

**Person Specification - Headteacher**

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|  | **Essential** | **Desirable** |
| **Qualifications, Training and Professional Development** | * Qualified Teacher Status. * Degree –level qualification. * Evidence of relevant continuing professional development relating to school leadership and management and curriculum/teaching and learning * Experience of working with other local schools and organisations. | * NPQH Award or further Professional Awards |
| **Experience:**  *Recent relevant experience of leadership that will enable applicant to succeed in this role* | * Substantial experience of leadership in a maintained first or primary school * Experience of developing and driving a strategic vision to secure improved outcomes * Experience of creating and maintaining effective partnerships with parents, SLT, staff, governors and the local community. * Experience of initiating school improvement strategies and managing significant change with a proven record of achieving planned outcomes. * A proven record of experience of teaching within in at least 2 of the key stages; Foundation Stage, KS1, KS2. * To have successful experience of leading one or more core subject areas within the primary phase. * Experience of building leadership capacity at all levels   Experience of the strategic management of people and financial resources. | * Experience of senior leadership in more than one school. |
| **Professional Knowledge and Understanding:** | | |
| **Strategic Leadership** | * Ability to think and act strategically, analytically and creatively. * Ability to develop and drive an exciting vision for the school, working collaboratively with all stakeholders to implement actions, ensuring staff and pupils are empowered to excel. * Ability to inspire and motivate staff, pupils, parents and Governors to achieve the aims of the school. * Ability to analyse a range of data to understand and drive required improvements for pupils and raise standards. * Ability to drive improvement and challenge underperformance. * Ability to make sound financial judgements to ensure effectiveness and value for money. * Experience of understanding and managing a school budget. * Experience of completing SFVS * Experience of fulfilling the role of Designated Safeguarding Officer and creating a strong safeguarding ethos within school * Secure understanding of governance and the role of the governing body and experience of working with a Governing Body to secure improvements. * Secure knowledge and understanding of statutory legislation, accountability frameworks including the Ofsted framework. * Understanding of Health and Safety Requirements in schools. | Experience of working with other schools and organisations to secure school improvement |
| **Teaching and Learning and Curriculum** | * A secure understanding of the principles of effective teaching and learning in the Early Years, KS1 and KS2, statutory requirements and assessment frameworks. * Experience of leading successful curriculum innovation. * Knowledge and experience of successful teaching and learning strategies, which ensure barriers to learning are overcome, to meet the needs of, and improve the outcomes for all pupils. * Experience of monitoring the quality of education and evaluating practice and procedures leading to securing improvements. * Ability to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies. |  |
| **Leading and Managing Staff** | * Proven record of ability to lead, manage and motivate teams across the school. * Ability to create a happy, challenging and effective learning environment and create positive working relationships. * Ability to organise work effectively, prioritise tasks, make decisions and manage time effectively. * Experience of leading performance management, Talent Development and Succession Planning by setting appropriate targets and supporting colleagues with appropriate CPD to include lesson observations. * Ability to offer challenge and support to improve performance. * Experience of recruiting and deploying staff. * Awareness of the importance of an appropriate work/life balance. * Experience of holding staff to account for their professional conduct and practice. * Welcomes strong governance and actively supports the Governing Body to understand its role and deliver its functions effectively – in particular, its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance. |  |
| **Personal Skills and Qualities** | * Inspire and influence others to believe in the fundamental importance of education in young people’s lives and to promote the value of education. * To have and sustain wide, current knowledge and understanding of education and school systems locally and nationally and evidence of continuing professional development to support leadership role * To have high standards of self and others and act as a role model for pupils and staff. * To have a strong commitment to school improvement and raising achievement for all. * Excellent communication and interpersonal skills. * Relate well to pupils and staff caring about their individual needs. * Ability to deal with sensitive issues in a professional manner. * Display integrity and loyalty and have a good sense of humour. | * A commitment to provide extra-curricular activities. |