

HEAD OF PRIMARY PHASE Person Specification



ALEC REED ACADEMY
PROUD TO LEARN

Head of Primary Phase

PART ONE

The Person

- The successful candidate will have had recent significant experience as a Headteacher or Deputy Headteacher in a primary and/or middle school and possess a commitment to realising the potential of an all-through/all-ages educational provision

Qualifications

- A good degree
- Further higher degree (e.g. MA, MSc, MBA, PhD) would be desirable but not essential
- Qualified Teacher Status
- Ability to work across the Foundation - Key Stage 2 age and ability range

Experience

- Thorough knowledge of the National Curriculum in the Primary phase
- Teaching experience in more than one school with a strong track record of success in learning and teaching
- Substantial experience as a member of the Leadership Team
- Leadership of whole school/site initiatives improvement and budget planning, resulting in higher standards
- Experience of implementing a range of strategies to raise pupil attainment and achievement, with evidence of success
- Contribution to the Appraisal policy and practice to impact on the quality of Learning and teaching
- A track record of success in curriculum leadership and management
- Experience of developing and sustaining positive relationships with parents, staff, pupils and the Governing Body to build consensus support and capacity.
- Proven track record of managing and implementing change in relation to teaching practices, standards, disciplines and pupil behavioural issues in multi-cultural, inner city and urban school settings

PART TWO

Skills, Abilities and Knowledge

- Excellent analytical and interpretive skills
- Ability to set high expectations and foster a culture of high aspirations for both pupils and staff
- Ability to monitor and challenge underperformance and recognise, develop and disseminate best practice
- Good level of numerical competency
- Competent in the use of Excel, SIMS and other MS Office applications
- Experience of a range of software and other data sources to track pupil progress
- Excellent knowledge and ability to use data to monitor and raise achievement
- Excellent knowledge and understanding of the Every Child Matters and Children's Plan framework and its impact on pupil outcomes
- A clear awareness of school management issues and means of addressing them
- An ability to be a team player, involving people and delegating appropriately
- Uses own network proactively to the betterment of the Academy
- An ability to plan time effectively, manage workload and meet deadlines
- Current and relevant knowledge of best practice in schools management and awareness of current issues within the schools and learning arena
- Strong negotiating and influencing skills
- The ability to think and act strategically

Personal Qualities

- Commitment to an ethos of high standards, personal fulfilment and academic success
- Ability to relate well to a wide range of stakeholders
- Ability to build, communicate and implement vision through motivational leadership; live by your values and empower others to take ideas forward
- Open minded, willing to listen and responsive to advice and support

