



## Headteacher Person Specification and Job Description

The role of the Headteacher is to provide strategic leadership and professional management for Sebert Wood Community Primary School. This will apply to the management of pupils and staff as well as representing the school's interests amongst key stakeholder groups such as the parent, local authority, governor and neighbouring community. This will secure success and improvement for the school, ensure high quality education and be an attractive prospect for high quality teachers. The Headteacher will have a focus on personalised learning for all its pupils leading to high standards and achievement in all areas of the schools work. The Governors will expect the Headteacher to lead by example and champion an inclusive and accessible culture within the school setting, demonstrating a full and professional commitment to excellence in education.

E=Essential, D=Desirable

A=Application, I=Interview, R=Reference

JOB DESCRIPTION	ATTRIBUTES REQUIRED	E/D	A/I/R
<b>Shaping the Future</b> Critical to the role of the Headteacher at our school is working with governors, the staff body and others to further develop a shared strategic vision and plan which inspires and motivates pupils, staff and the wider school community and leads to raised standards of achievement.	Able to develop, communicate and deliver a coherent vision of excellence for the school and has the ability to work steadily towards this goal	E	A,I
	Proven experience of raising standards of achievement in an SEND setting	E	A,I
	An inspirational leader, able to motivate and empower all staff and students	E	I,R
	Able to make difficult decisions and follow them through	E	I,R
	A determination to raise standards across the school and the ability to do so effectively	E	I
	Has excellent oral and written communication skills and excellent listening skills	E	A,I,R
	Has experience of strategy formulation and implementation at leadership level in an appropriate setting	E	A,I



<p><b>Leading, Teaching and Learning</b></p> <p>To ensure a broad and balanced curriculum is provided which develops the whole child and sets high expectations so that pupils achieve their maximum potential. To lead and challenge a team of practitioners to ensure that excellent teaching and learning is provided. The Headteacher will utilise and further develop current strategic and practical partnerships and also establish and develop new ones wherever applicable.</p>	<p>Experience of participating in a range of successful, proactive and forward-thinking strategic partnerships designed to improve outcomes for pupils</p> <p>Substantial recent senior leadership experience in an appropriate school or similar setting</p> <p>Has an extensive understanding of current and future curriculum developments across all key stages</p> <p>Has excellent working knowledge of SEND teaching practice, including appropriate teaching and learning styles, and can demonstrate a firm focus on applying this successfully in an appropriate school or similar setting</p> <p>Can make sound decisions based upon analysis, interpretation and understanding of relevant data from both within and outside the school</p> <p>Understands school self-evaluation and its link with school improvement and the OFSTED framework and inspection process</p> <p>Able to lead, manage, and develop a culture of high expectations, individual and team performance, and apply appropriate challenge when required, whilst leading by example</p> <p>Is able to design and deliver a broad and balanced curriculum, which includes innovative approaches and technology solutions to enrich the learning experience of all pupils</p> <p>Is committed to personalised learning approaches, in order to ensure success for every child</p> <p>Has experience of monitoring practice to ensure that devolved responsibilities are being carried out to the required standard with a focus on improving the quality of teaching and learning across the school</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A,I</p> <p>A, I</p> <p>I</p> <p>A, I</p> <p>A, I</p> <p>A,I, R</p> <p>A, I</p> <p>I</p> <p>A, I</p>
<p><b>Developing Self and Working with Others</b></p> <p>To work with and through</p>	<p>Is a qualified teacher</p> <p>Is able to demonstrate evidence of continuous professional development, including additional leadership development, and is committed to listening, learning and reflecting.</p>	<p>E</p> <p>E</p>	<p>A</p> <p>A,I,R</p>



<p>others, including our governors, pupils, staff and parents and other members of the extended school community to build a professional and well-regarded learning environment which enables all to achieve.</p>	<p>Treats people fairly, equitably and with dignity to create and maintain a positive school ethos</p> <p>Promotes team and individual working practices to motivate staff to achieve excellent outcomes for pupils, as appropriate to fulfil school objectives and a healthy school culture</p> <p>Able to establish trust and excellent working relationships with others, can deal sensitively with people and resolve conflict whilst demonstrating balanced and fair judgement</p> <p>Experience of developing individuals and teams in order to achieve personal and shared goals in the drive for continuous improvement across the school</p> <p>Able to balance work and personal life and is considerate and role models the wellbeing of others</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I, R</p> <p>I</p> <p>I,R</p> <p>A,I,R</p> <p>I,R</p>
<p><b>Managing and Leading the School</b></p> <p>To provide effective organisation and management for the school, and actively lead and seek ways to improve staffing structures and functions within agreed budgets. Ensure that the school, the people and the resources within it are organised and managed to provide an efficient, effective and safe learning environment which fosters the very best in teaching and learning. Proactively manage</p>	<p>Able to plan strategically and operationally, allocate resources effectively to deliver learning outcomes and evaluate and review impact of school plans and policies</p> <p>Experience of working on and reviewing performance of staff through rigorous appraisal and performance management systems</p> <p>Manage financial and human resources effectively and efficiently, including the management of performance issues and disciplinary processes</p> <p>Able to create and promote a positive, inclusive and accessible school ethos and culture</p> <p>Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care</p> <p>Able to identify successes and failures and positively embrace change to secure continuous school improvement</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A,I,R</p> <p>A,I</p> <p>A,I,R</p> <p>I</p> <p>A,I</p> <p>A,I</p>



<p>available resources and ensure value for money through effective budget, performance and staff management.</p>	<p>Prepared to provide challenge to established ways of working or established cultural practices where they no longer align with plans to move the school forwards</p> <p>Has experience of leading or participating in the implementation of school or national initiatives</p> <p>Evidence of innovative budget management to fund projects for school improvement and enrichment</p> <p>Able to demonstrate financial acumen and understands/demonstrates best value principles.</p> <p>Able to evidence a solid grip on premises management, including health and safety, property maintenance, contract management and risk assessment/management</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A,I,R</p> <p>A,I,R</p> <p>A,I,R</p> <p>A,I</p> <p>A,I</p>
<p><b>Securing Accountability</b></p> <p>The Headteacher will have a professional responsibility to the whole school community. The Headteacher is legally and contractually accountable to the governors for the school, its environment and all its work. Additionally, the Headteacher is accountable for ensuring collective responsibility in order that all members of the school community understand their own accountability for the contribution they make to successful and positive outcomes.</p>	<p>Ability to undertake robust self-evaluation and the outcomes to improve children's achievements</p> <p>Experience of establishing clear policies and practice throughout the school and implementing procedures and, where applicable, performance frameworks or risk assessments to monitor and evaluate their impact</p> <p>Experience of presenting a clear account of the school's performance to all stakeholders e.g. Governors, parents, staff, to enable them to fulfil their collective responsibility</p> <p>Evidence of using a range of data and external evaluations to improve school life and learning outcomes, including agreed procedures for challenging poor performance</p> <p>Solid understanding and demonstrable experience of maintaining a healthy and safe physical environment for the school community</p> <p>Demonstrable evidence of responsibilities for safeguarding, equality, diversity and inclusivity for pupils and staff and the wider school community</p> <p>Excellent track record of collaborative working with the Local Authority, working together to</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A,I</p> <p>A,I,R</p> <p>I</p> <p>A,I,R</p> <p>I, R</p> <p>A,I,R</p> <p>A,I,R</p>



	<p>improve teaching and learning and secure positive outcomes for pupils</p> <p>Sound understanding and recent experience of current OFSTED framework and inspection requirements</p>	E	A,I,R
<p><b>Strengthening Community through Collaboration</b></p> <p>To engage effectively, positively and in partnership with the internal and external school community, being the figurehead and role model for the school, its values and its community. To encourage and engage in mutually beneficial collaborations with other schools in order to bring positive benefits to the school community and share expertise and learning outcomes more widely. To ensure the school seeks creative and fun ways to support its staff to deliver the curriculum in a variety of ways which are inclusive and accessible.</p>	<p>Experience and champion for networking and working collaboratively with other schools, education providers and relevant agencies as well as the wider community, multi-faith organisations and business with the aim of involving them and enriching the learning experience of pupils and school life in general</p> <p>Evidence of engaging in partnerships with parents and carers to enhance their children's enjoyment of school life, encourage participation and variety of enrichment activities with the aim of enhancing wellbeing, achievement and personal development of all parties.</p> <p>Evidence of actively championing and promoting the ethos, values and standards of the school amongst the local community</p> <p>Evidence of working with the Local Authority, local Police and other relevant agencies to raise awareness of, and mitigate the risks associated with known risks such as county lines and cybercrime which pupils, their families and members of the wider community may come into contact with.</p> <p>Evidence of successful and mutually supportive working practices with the governing body to promote exceptional governance, accountability and transparency for the benefit of the whole school community and wider stakeholders.</p>	E E E E E	A,I,R A,I,R A,I A,I A,I