



CHILDREN'S SERVICE
SCHOOLS AND LEARNING

HEADTEACHER PERSON SPECIFICATION - MANORSIDE PRIMARY SCHOOL

The criteria below will form the basis for the short-listing and interview process, and candidates are requested to respond accordingly.

Qualifications	Essential/ desirable	How this will be assessed
1. Educated to degree level	E	A/R
2. UK Qualified Teacher Status	E	A/R
3. National Professional Qualification for Headteachers (NPQH) if not already a Head Teacher*	E	A/R
4. A record of recent professional development that prepares for this post.	E	A/R
Experience		
1. Substantial and proven successful primary teaching experience	E	A/I/R
2. Experience in more than one appropriate key stage	E	A/I
3. A track record of substantial and successful leadership and management experience as a Headteacher or Executive Headteacher.	E	A/I/R
4. Experience of monitoring and evaluating performance and practice	E	A/I/T
5. Experience of coaching, guiding and mentoring individuals and teams	E	A/I
6. Experience of innovation and leadership and management of organisational change/improvement	E	A/I
7. Experience of developing and implementing initiatives which have had a positive impact on Equality Diversity and Inclusion	E	I

8. Experience of managing a budget	E	I
Professional Knowledge		
1. Extensive knowledge and experience of primary education and the issues and challenges facing the sector	E	I/T
2. A sound understanding of how children learn, how teachers can best teach, and how to raise standards through careful monitoring and target setting.	E	I/T
3. An understanding of strategies for increasing teachers' effectiveness, and securing school improvement.	E	I/T
4. Knowledge of the statutory frameworks and good practice for curriculum delivery and assessment	E	I/T
5. High expectations of pupil behaviour and the effective use of behaviour management strategies	E	I
Professional Skills		
1. Excellent analytical, problem solving, negotiating and decision making skills	E	I
2. The ability to communicate a clear vision for the School and how it will develop over the next five years.	E	I/T
3. The ability to create and implement a strategic school improvement plan, based on effective self review which identifies priorities and targets, ensuring that all students are included, achieve high standards, and make progress	E	I/T
4. The ability to build effective relationships with a wide variety of people – staff, learners, senior leaders governors and other stakeholders	E	I/R
5. The ability to motivate and enable all staff to carry out their respective roles to the highest standard through performance management and continuing professional development.	E	I/R
6. The ability to provide objective support and advice to the Governing Body, to enable it to meet its responsibilities.	E	I
7. The ability to ensure that parents and pupils are well-informed about the curriculum and attainment and progress, and about the contribution they can make to achieving the School's targets for improvement.	E	I/T
8. The ability to take the role of leader, provide clear direction, manage change and enthuse and motivate others	E	I
9. The ability to prioritise, evaluate and manage financial and human resources to achieve educational goals	E	I/R
10. Good communication skills, both written and oral	E	I/T

Philosophy and commitment		
1. High expectations and an ambition for excellence	E	I/R
2. A commitment to pupil development and the development of inclusive practice for all members of the school community.	E	I
3. A desire to engage and work collaboratively with parents and carers	E	I
4. The ability to understand, value and make positive use of the rich social and cultural diversity within the School and the surrounding community.	E	I
5. A willingness to make him/herself approachable to all members of the school community, and listen to their opinions and ideas	E	I/R
6. A commitment to collaborative ways of working through a team approach	E	I/T
7. A commitment to continuous professional development for self and other staff	E	I
8. A commitment to safeguarding children, and ensuring all members of the school community share that commitment	E	I/T
Personal Qualities		
1. Enthusiasm with presence and gravitas	E	I/R
2. The drive to take the role of leader, provide clear direction, manage change and enthuse and motivate others to improvement and excellence	E	I/R
3. Good interpersonal skills	E	I/R
4. Good judgement; able to assess and balance risks and opportunities	E	I/R
5. Personal integrity ,honesty and sense of humour!	E	I/R
6. Persistence, not deflected by obstacles and problems	E	I
7. Emotionally resilient; able to remain calm in difficult situations and handle change, ambiguity and 'knock-backs'	E	I/R
8. Ability to perform effectively under pressure	E	I/R

A = Application
R= reference

I = Interview process T = task including presentation

January 2018