



Smitham Primary School and Nursery – Headteacher

Person Specification

		Essential	Desirable
1. Qualifications	<ul style="list-style-type: none"> • Qualified Teacher status • Successful completion of the NPQH • If NPQH not completed, agreement to complete within first two years of appointment to post • Evidence of professional development relating to school leadership, curriculum and teaching & learning 	✓ ✓ ✓	✓
2. Experience	<ul style="list-style-type: none"> • Successful and substantial strategic senior leadership experience in a Primary school phase • Leading and managing a team that has delivered substantial improvement in teaching and learning in a Primary phase • Range of responsibilities covering variety of school issues demonstrating positive outcomes for pupils • Monitoring and evaluating teaching & learning • Employment in more than one Primary school • Senior level management of finance, facilities and human resources • Curriculum leadership across all three Primary Key Stages 	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓
3. Professional knowledge and understanding of the following:	<ul style="list-style-type: none"> • Curriculum development, design and review • Relevant national strategies including the delivery of equal opportunity and inclusion within a diverse school community • Quality teaching & learning and how to achieve excellence • Monitoring and evaluating performance and use of school self-evaluation to raise achievement, for all learners • Tools for the interpretation, analysis and use of data to inform school improvement • Best practice and procedures for safeguarding children • Effective management, including performance management and deployment, of staff and resources • The strategic role of the Governing Body • Strategic financial planning, budgetary control and the principles of best value • Relevant HR practices including grievance, disciplinary and capability • Requirements for a safe, secure, healthy and well-maintained school 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓
4. Skills	<ul style="list-style-type: none"> • Articulate and share a vision of excellence to a range of audiences • Build and lead an effective SLT • Develop and empower individuals and teams • Inspire and motivate staff, pupils, parents and governors to achieve the aims of the school 	✓ ✓ ✓ ✓	

	<ul style="list-style-type: none"> • Analyse data, develop strategic plans, set targets and monitor and evaluate progress • Manage change and resolve conflict • Drive improvement and challenge underperformance • Teach to a high standard • Use new and emergent technologies to support improvement • Think creatively, identifying and using opportunities for improvement • Use resources effectively • Evaluate relevant research and best practice and apply appropriately to the school 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
5. Professional and personal qualities	<ul style="list-style-type: none"> • Command credibility and respect from all members of the school community • Place the interests of the child at the centre of all decisions • Aspirational in outlook: embracing new ideas and challenges and setting achievable high standards of excellence • Resilience, perseverance and optimism when faced with difficulties and challenges • Commitment to equality, diversity and inclusion • Commitment to CPD for self and others • Commitment to maintaining a positive relationship with the local community • Collaborative outlook, particularly in working with other local schools 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced DBS check.