

**Person Specification for the post of Headteacher** **Norton Canes High School**

**Prepared By:** The Governing Body

**Date:** September 2021

Listed below are the requirements that the governors consider to be necessary in undertaking the role of Headteacher at Norton Canes High School.

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| **Attributes**  | **Requirements**  | **Essential/Desirable** | **Measurement** |
| **Qualifications**  | * Qualified Teacher Status
* Honours Degree or equivalent
* Recent and relevant ongoing CPD
* NPQH or currently studying towards it
 | EssentialEssentialEssentialDesirable | APPAPPAPP F/IAPP |
| **Experience**  | * Recent and relevant experience as a Senior Leader
* A proven track record of raising achievement through successful leadership
* Working with and engaging the involvement of external partners and the local community
 |  EssentialEssentialDesirable | APP F/I LOAAPP F/I LOAAPP F/1 LOA |
| **Knowledge, and** **Understanding**  | Knowledge and understanding of current issues and best practice including: * Safeguarding children and young people
* What constitutes a good and outstanding school
* The process of strategic planning and school self-evaluation
* Ways to communicate and translate a shared vision into practice
* Leading the management of change
* Application of new technologies to teaching, learning and management
* Comparative data and performance indicators to establish benchmarks and set targets for improvements
* National policy framework and current educational legislation and initiatives
* Principles of effective teaching and assessment for learning
* Roles and responsibilities of governing bodies, local authorities and the requirements of accountability.
* School budget management and financial responsibilities
* Strategies for fostering school improvement, including attendance and behaviour for learning
* Equal opportunities and commitment to their pursuit
* Legal issues relating to school management
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| **Personal Qualities**  |  | * Commitment to the welfare and safeguarding of young people
* Strong personal motivation and drive to ensure school improvement
* A genuine enthusiasm for, and commitment to, the development of young people, and concern for the development of colleagues and members of the wider school community
* The ability to inspire, motivate staff, pupil’s and the wider community and engage their active commitment to your vision
* Commitment to ensuring inclusion, addressing diversity and access
* Commitment to own personal and professional development and that of all staff
* High order analytical and problem-solving skills and the ability to make informed judgements
* Excellent communication skills in a variety of media to a range of audiences including students, parents/carers, colleagues and the wider school community
* The ability to project the school in a positive way and continue to enhance the school standing and role at the heart of the community
* The ability to engage parents in supporting children’s learning
* The ability to fill the role of lead professional in classroom practice
* Commitment to an open, collaborative style of management
* Evidence of collaborative working and networking with others, within and beyond the school to build and sustain a learning community
* The ability to understand and appreciate the school’s current strengths and the ways in which these might be further developed
* The ability to form and maintain appropriate relationships and personal boundaries with young people
* The ability to promote a school culture and curriculum which takes into account the richness and diversity of a wider community
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**MEASURED BY KEY:**

APP = Application form

LOA = Letter of Application

ASS = Assessment activities

F/I = Formal interview

In addition to candidates’ ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

* Motivation to work with children and young people
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people
* Emotional resilience in working with challenging behaviours and;
* Attitudes to use of authority and maintaining discipline

***If a candidate is short-listed any relevant issues arising from his or her references will be taken up at interview.***