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**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 | | Essential  Essential  Essential  Desirable | APP  APP  APP F/I  APP |
| **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 | | Essential  Essential  Desirable | APP F/I LOA  APP F/I LOA  APP 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 | | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Desirable  Essential  Essential  Essential | APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS |
| **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 | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential | APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS |

**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.***