

**Person Specification/Selection Criteria for the Post of
Headteacher at Ashton Community Science College,
Preston**

The applicant will be required to safeguard and promote the welfare of children and young people. The Headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and is expected to hold all staff and volunteers accountable for their contribution to the safeguarding regulations.

Selection decisions will be based on the criteria below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met and the ability to fulfil the job description for the post.

Candidates failing to meet any of the essential criteria will automatically be excluded at any stage of the process.

The appointing panel will use a combination of assessment tools to determine each candidate's suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the application form, supporting statement, information gathered during the interview process and references.

Key to evidence sources in the grid below are:

Cert = certificate A = Application; I = Interview; R = Reference

(A) Qualifications

Qualification requirements	Essential	Desirable	Source
Qualified teacher status	x		Cert/A
First degree	x		Cert/A
NPQH and/or higher degree		x	Cert/A

(B) Professional Development

	Essential	Desirable	Source
Evidence of regular, recent and appropriate professional development for the role of headteacher	x		Cert/A/R
Evidence of recent leadership and management professional development	x		Cert/A/R
Has successfully undertaken the Secretary of State's (NCSL, CWDC or Local Authority) approved safer recruitment training or has a commitment to do so before taking up post/within 12 months of taking up post.	x		Cert/A/R
Has successfully undertaken appropriate child protection training/Designated Senior Lead training	x		Cert/A/R
Has successfully undertaken additional SEND specific training		x	Cert/A/R

(C) School leadership and management experience

	Essential	Desirable	Source
Successful leadership as a headteacher		x	A/R/I
Successful leadership as a deputy headteacher	x		A/R/I

Have a deep knowledge and understanding of working within an inclusive mainstream environment		x	A/R/I
To have taken an active involvement in leading school self-evaluation and development planning	x		A/R/I
Knowledge and understanding of strategic financial planning and budgetary management in relation to their contribution to school improvement and student achievement.		x	A/R/I
An awareness of/be fully conversant with financial management processes of a maintained secondary school		x	A/R/I
To demonstrate leadership of and responsibility for policy development and implementation within a school	x		A/R/I
To demonstrate leadership of and ability to contribute to staff professional development across school	x		A/R/I

(D) Experience and knowledge of teaching

	Essential	Desirable	Source
Experience of teaching in more than one school	x		A/R/I
To have significant experience of teaching across the full 11-16 age range	x		A/R/I
To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	x		A/R/I
To be able to exemplify how the needs and outcomes of all students within school have been met through high quality teaching	x		A/R/I

(E) Professional attributes

	Essential	Desirable	Source
Demonstrate knowledge and understanding of the wide range of needs and abilities of the students at ACSC and how these are met	x		A/R/I
Excellent written and verbal communication skills	x		A/R/I
To be a leader of learning, demonstrating, promoting and encouraging outstanding classroom practice.	x		A/R/I
Show a strong commitment to sustained attendance at work	x		A/R/I

(F) Professional skills

Whilst the headteacher is expected to meet all aspects of the National Standards of Headship 2020 in relation to this appointment, candidates are particularly required to demonstrate their knowledge and understanding of the following:

	Essential	Desirable	Source
Leading teaching and learning			
Curriculum design and management that help to provide the choice and flexibility to meet the personal learning needs of every student	X		A/R/I

Monitoring and evaluating the effectiveness of teaching and learning, including its outcomes in terms of standards, attainment and achievement, and personal development/well-being	X		A/R/I
Shaping the future			
Strategic thinking and planning that develops, communicates and carries forward a coherent and shared vision	X		A/R/I
Leading innovation, creativity and change	X		A/R/I
Current educational trends and issues, including national and local policies, priorities and legislation.	X		A/R/I
Developing self and working with others			
The significance of interpersonal relationships and strategies for promoting individual and team development.	X		A/R/I
The importance of partnership working and accepting appropriate support from others, including colleagues, governors and the Local Authority.	X		A/R/I
The role of collaboration and networking within and beyond the school	X		A/R/I
Managing the organisation			
Distribution and delegation of leadership responsibilities and management tasks as appropriate, and monitoring their implementation	X		A/R/I
Establishing and sustaining effective organisational structures, systems, policy and practice	x		A/R/I
Strategic financial planning, budgetary management and principles of best value, including evaluating the use of resources in relation to their contribution to student achievement	X		A/R/I
Securing accountability			
Principles and practice of quality assurance systems, including school review, self evaluation and performance management	X		A/R/I
Stakeholder and community engagement in school self evaluation and the success and celebration of its performance.	X		A/R/I
Individual, team and whole school accountability for learning outcomes	X		A/R/I
Strengthening the community			
Embracing the richness and diversity of the school's communities and the human and physical resources within them	x		A/R/I
Building and sustaining effective relationships with parents, carers, other schools and partners and the wider community that enhance the education of all students	X		A/R/I

(G) Personal Qualities

	Essential	Desirable	Source
Continue to promote the school's strong educational philosophy and values	x		A/R/I
Inspire, challenge, motivate and empower teams and individuals to be ambitious and achieve high goals	x		A/R/I

Be a positive role model and a highly effective and respected representative of school	x		A/R/I
Demonstrate a capacity to be a strong presence in all areas of school	x		A/R/I
Be approachable and person centred	x		A/R/I
Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to the students and their families throughout the school	x		A/R/I
Build and maintain quality relationships through interpersonal skills and effective communication	x		A/R/I
Demonstrate personal and professional integrity, including modelling values and vision	x		A/R/I
Inspire trust and confidence across the school community	x		A/R/I
Manage and resolve conflict	x		A/R/I
Prioritise, plan and organise self and others	x		A/R/I
Think analytically and creatively. Demonstrate initiative in solving problems.	x		A/R/I
Be aware of own strengths and areas for development. Listen to, reflect and act on advice from others as appropriate.	x		A/R/I
Be able to empathise appropriately and take any necessary steps	x		A/R/I
Demonstrate a capacity for sustained hard work with energy and vigour	x		A/R/I
Demonstrate resilience and optimism	x		A/R/I

(H) Confidential references and reports

Positive recommendation from all referees, including current employer	Essential
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Application form and supporting statement

The form must be fully completed. The supporting statement should be clear, concise and related to the specific post. The supporting statement should not exceed 3 sides typed A4 in length and be clear, concise, jargon free and related to the post applied for.