



Sutton-at-Hone Church of England Primary School

Head of School – Person Specification

Qualifications

- Qualified Teacher Status
- Evidence of continuing, further professional development in preparation for educational leadership

Experience

- Evidence of successful, substantial senior leadership at headship or deputy headship level
- Evidence of successfully managing significant change within an organisation in a constructive and sensitive manner, including the transition to Academy status within a Multi-Academy Trust
- Evidence of successfully analysing data and drawing up improvement plans which are monitored and evaluated and result in measurable improvement
- Evidence of driving up standards of teaching and learning to ensure excellent outcomes for pupils including reducing the gap for disadvantaged pupil groups
- Evidence of effectively promoting and implementing the processes necessary to safeguard and promote the welfare of children
- Evidence of successfully developing and maintaining a fair and open workplace culture, and an ability to manage conflict positively
- Evidence of successful management of staff performance including supervision, target setting and capability and or conduct management procedures.
- Evidence of successful collaborative working and the development of partnerships with key stakeholders e.g. colleague headteachers (within and outside Academy structures), LA Officers, and voluntary sector
- Evidence of effective working with vulnerable families and with multi-agency teams to develop integrated programmes of support for children with a range of barriers to their learning
- To have the ability to ensure an inclusive environment, taking account of the richness and diversity of the school community, promoting positive strategies for challenging prejudice
- Evidence of creativity, innovation and the use of appropriate new technologies to achieve excellence in academic matters and pastoral care
- Evidence of building and maintaining effective relationships with parents and the broader community to develop a committed, enthusiastic and supportive environment for the school

- Evidence of successfully developing a range of non-curriculum activities (e.g. lunch and after-school activities) for pupils, encouraging broader engagement with the school
- Proactive in generating fundraising opportunities

Skills and abilities

- Ability to think strategically and work with the Governing Body to set, communicate and implement a compelling vision for the school
- Ability to conduct rigorous school self-review and combine with external evaluation in order to develop the school
- Ability to develop a strategic plan, incorporating school improvement priorities within the approved (delegated) budget
- Ability to inspire and encourage independent learning for every child, within and beyond the classroom
- Ability to manage and monitor budgets and deploy human resources
- Ability to establish and develop appropriate systems and structures for the efficient and effective operation of the school
- Ability to develop leadership capacity and skills within teams and individuals, including appropriate delegation of responsibilities and tasks
- Ability to work under pressure, determine priorities and meet deadlines – highly organised, with the ability to anticipate and manage in a complex and changing environment
- Ability to travel in a timely and efficient manner to meet the needs of the post
- Ability to display a creative, solution focussed and positive approach to challenges
- The ability to lead across a range of settings with optimism and confidence, continually building and developing positive relationships
- To be articulate and approachable with excellent communication skills both verbally and in writing
- Ability to articulate a philosophy for Church School education and maintain/develop the Christian character and ethos of the school

Knowledge

- A sound knowledge and understanding of the whole primary phase including Early Years
- A sound knowledge and understanding of the barriers to learning and inclusion experienced by children and young people
- A sound knowledge of a range of school improvement strategies which accelerate progress rates and close gaps for disadvantaged pupils
- A sound understanding of the distinctive nature of a Church of England School

- Clear understanding of how to work positively with the Governing Body

Personal Qualities and Attributes

- A person with a passion for children's learning and development with a commitment to securing the best outcomes for children
- A caring, people person who is approachable, empathetic and who demonstrates commitment to the well-being of staff as well and children
- A person who is collegiate in approach, who works well with others in local networks and communities
- A person with energy and initiative who manages their own time effectively in order to achieve challenging goals

It is desirable that the candidates should be a practising Christian/Communicant member of the Church of England