

## HEAD OF SCHOOL - PRIMARY PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>QUALIFICATION AND TRAINING</b>			
• Qualified teacher status	x		AF/CQ
• Educated to degree level	x		AF/CQ
• Masters or higher-level degree		x	AF/CQ
• A commitment to and record of continued professional development	x		AF
• NPQH or a willingness to undertake the programme		x	AF/CQ
<b>RELEVANT EXPERIENCE</b>			
• Evidence of strong leadership	x		AF/I/R
• Proven experience of safeguarding, child protection and health and safety practice	x		AF/I
• Experience of managing budgets and resources		x	AF/I
• Experience in promoting the continued professional development of all staff	x		AF/I
• Experience of managing collaborative approaches to the curriculum		x	AF/I
• Proven track record of leading on improvement of teaching and learning	x		AF/I
• Proven track record of successful people management, in recruitment, performance management and leading and motivating successful teams	x		AF/I/R
• Experienced as Deputy Headteacher or Senior Leader	x		AF/I/R
<b>KNOWLEDGE AND SKILLS</b>			
• Ability to develop staff and ensure quality of teaching and learning is of a consistently high standard	x		AF/I/R
• Proven leadership and management skills	x		AF/I/R
• Ability to develop staff and ensure quality of teaching and learning	x		AF/I/R
• Ability to develop a clear vision to move the school towards excellence	x		AF/I/R/OT
• Ability to maintain the school's good status and continue its further improvement to outstanding	x		AF/I/R/OT
• Thorough understanding and experience of school self-review and school improvement planning	x		AF/I/R/OT
• An understanding of current developments in inclusive education	x		AF/I
• An understanding of current government policies and initiatives	x		AF/I
• The ability to develop and maintain positive relationships with all the stakeholders of the school	x		AF/I
• Recognise, develop and promote new opportunities for the school and learners	x		AF/I
• Significant knowledge and involvement in promoting equality and diversity	x		AF/I/R
• Excellent communication, written and oral, interpersonal, time management and organisational skills	x		AF/I/R/OT

• A proven ability to analyse and communicate complex data and written information	x		OT
• Good level of IT skills, including use of Excel	x		AF/OT
<b>OTHER/PERSONAL</b>			
• Approachable with excellent interpersonal skills	x		AF/R/I
• Commitment to continuous improvement and excellence	x		AF/I/OT
• Highly motivated with personal drive and ambition as an individual and for the school	x		AF/I/OT
• Flexibility in the role	x		AF/I/R
• Ability to engage effectively with governors, parents, the community and all stakeholders in the school	x		AF/I/R

AF    Application Form  
I      Interview  
CQ    Certificates/Qualifications  
R      References  
OT    Occupational Task (part of the selection process)