

# Headteacher

## Person Specification



Key Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Evidence of continuing professional development or further professional study</li> <li>• Completion of NPQH or currently working towards it</li> </ul>	<ul style="list-style-type: none"> <li>• Higher degree qualification, postgraduate course</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Previous significant senior leadership experience within a primary school <u>or</u> senior leadership experience within a MAT central team</li> <li>• Experience of strategic planning.</li> <li>• Experience in developing whole-school policies and strategies</li> <li>• Experience of successful implementation of strategies to improve standards</li> <li>• Experience of working with a governing body (or similar)</li> <li>• Evidence of management of the curriculum and assessment</li> <li>• Experience in working effectively with parents/carers, external professionals and other agencies.</li> <li>• Experience of appointing, managing and inducting staff</li> <li>• Experience of conducting performance management</li> <li>• Experience of successfully supporting others</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in more than one school</li> <li>• Experience of working in an academy</li> <li>• Experience of managing finance and resources</li> </ul>
Leadership and Management	<ul style="list-style-type: none"> <li>• Ability to lead, inspire and motivate staff, pupils, parents and governors to achieve the schools aims</li> <li>• Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress and impact of these</li> <li>• Management of quality educational provision and strategies for raising standards in relation to the achievement of all pupils</li> <li>• Ability to delegate work and support colleagues in undertaking responsibilities</li> <li>• Understanding of how financial and resource management enable a school to achieve its educational priorities</li> <li>• Ensuring high standards of SEN provision across the school</li> <li>• Effective management of staff workload and wellbeing</li> <li>• Management and assessment of risks</li> <li>• Ensuring a robust safeguarding culture</li> <li>• Develop relationships with local schools and external organisations</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of effective budget planning and resource deployment</li> <li>• Experience of working with stakeholders to enable them to fulfil whole-school responsibilities</li> <li>• Ability to take on new challenges and to be a leader in the field of education.</li> </ul>

<p>Skills and Knowledge</p>	<ul style="list-style-type: none"> <li>• Ability to review whole school systems to ensure robust evaluation of school performance.</li> <li>• Ability to plan and deliver exceptional learning opportunities to meet a range of abilities and interests</li> <li>• Ability to develop and deliver effective and inspirational professional development.</li> <li>• A knowledge and understanding of the principles of high-quality SEN provision</li> <li>• A knowledge and understanding of successful classroom practice.</li> <li>• A knowledge and understanding of school's finances and associated processes.</li> <li>• A knowledge and understanding of the characteristics of effective schools and how to achieve them.</li> <li>• A knowledge and understanding of safeguarding children requirements</li> <li>• An understanding of OFSTED requirements</li> <li>• Ability to problem solve</li> </ul>	
<p>Personal Attributes</p>	<ul style="list-style-type: none"> <li>• The ability to work independently and contribute as a team member</li> <li>• The ability to determine priorities, be self-motivated and manage time effectively</li> <li>• The ability to communicate effectively with a wide range of people including children, staff, parents and Governors</li> <li>• A commitment to their own continuing professional development</li> <li>• Ability to critically evaluate own performance, take constructive feedback and make any necessary changes to be more effective</li> <li>• A sense of purpose and ability to take personal initiative</li> <li>• A sensitive, flexible, open-minded and responsive attitude to working with others</li> <li>• Ability to build and maintain good relationships</li> <li>• Ability to remain positive and enthusiastic when working under pressure</li> </ul>	