Caldecott Foundation School

Person Specification – Head of School (Secondary)

	Essential	Desirable
Education Qualifications	Education to degree level with a qualified teacher status,	Higher degree or further qualification
Teaching experience and background	• Evidence of successful teaching and the ability to teach across key stages 2, 3, 4, if appropriate • Additional qualifications at level 2 or above in a range of special education needs such as Autism, SEMH, Trauma Informed. • Experience of working with a range of SEND needs	Ability to teach to a range of certificated courses
Skills and Abilities	Ability to lead and manage other teaching and non-teaching staff to motivate, engage and successfully teach pupils exhibiting challenging behaviour.	Essential
	Knowledge of and the ability to plan, map and deliver the National Curriculum with a team of teachers and teaching assistants.	Essential
	To be a project lead and to effectively review, monitor and develop a robust process to continually increase standards and ensure positive outcomes for young people and to have a secure understanding of the requirement of Ofsted.	Desirable
	Ability to deploy a range of strategies for managing and leading individuals and staff teams; to show empathy and sensitivity in managing conflicts with a commitment to maintaining effective, professional and positive staff and parent relations.	Essential
	To quality assure and evidence a robust and effective system of assessment, monitoring, evaluation and review	
	The ability to lead and support behaviour management amongst a team of teachers and	Essential

	teaching assistants.	
	The ability to assess, monitor and evaluate professional staff through the Caldecott School processes of supervision and performance management.	Essential Essential
	The ability or potential to work in an integrated way across education, care and health.	Desirable
	High calibre interpersonal skills with ability to empathise, negotiate and communicate effectively with pupils, staff and parents, the community, outside agencies and internal multi-disciplinary teams.	Essential
Specific Subject expertise	• Good subject knowledge • Understanding the National Curriculum across the key stages • Ability to demonstrate and ensure good planning, assessment and differentiation • Effectively demonstrate improved outcomes for children and young people • Good knowledge of SEN Ability to lead and manage other teaching and non-teaching staff to motivate, engage and successfully teach pupils exhibiting very challenging behaviour.	• Experience of organising extra-curricular activities • Experience working with SEMH, communication and challenging behaviour • Experience of delivering project based/ cross curricular approach to teaching and learning. • Experience of delivering staff training
Personal Attributes	• Personal initiative • Ability to effectively communicate (written and verbal form) • Good sense of humour • Ability to build relationships • Ability to effectively manage challenging behaviour and conflict • Ability to work independently and within a multi-disciplinary team	• Reflective and responsive practice • Understanding of Looked After Children and their needs • Resilience when working in an environment where high level behaviours are seen
Professional Attributes	• Enthusiastic and committed • Ability to respond to and meet targets and deadlines • Good administration and organisation skills	• Flexability • Creative approach to learning

May 2025