



Capel Primary School

Person Specification: Headteacher

This person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application. Your application should include evidence of these characteristics wherever possible.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Hold an appropriate teaching qualification• Hold the NPQH (desired), or be a Deputy Headteacher or existing Headteacher• Continuing professional development relating to school leadership and curriculum development.
EXPERIENCE	<ul style="list-style-type: none">• successful substantial senior leadership at Headship, Deputy headship.• raising standards to ensure excellent outcomes for pupils.• successfully analysing data and drawing up improvement plans, setting stretching targets which are monitored and evaluated and result in measurable improvement.• successful and sustained experience in a role of Headteacher or Deputy Headteacher within primary education, including monitoring, evaluation, school improvement planning, development of broad and rich curriculum, performance management and financial management.• Substantial and successful teaching experience across the primary school age range with proven record of excellent classroom practice.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Ability to develop positive and effective partnerships with staff, parents, governors, Local Authority, external agencies and the wider community.• Ability to develop positive relationships with pupils.• Skills in collaborative working and the development of partnerships.• Ability to develop leadership and skills within teams and individuals with optimism and continually building and developing positive relationships.• successful management of staff performance including supervision, target setting and capability and/or conduct management procedures.• Ability to support staff while challenging them to raise standards.• Ability to communicate clearly and confidently at all levels and to all audiences.

	<ul style="list-style-type: none"> • A strong and demonstrable commitment to safeguarding and promoting the welfare of children. • 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. • The ability to maintain standards of Health and Safety and ensure safe working conditions for staff, pupils and volunteers • Ability to monitor and challenge budgets • Ability to conduct meetings and lead change. • Ability to work under pressure, determine priorities and meet deadlines. • Ability to deliver solutions to challenge.
KNOWLEDGE	<ul style="list-style-type: none"> • A sound knowledge and understanding of the whole primary phase (including the National Curriculum requirements and statutory assessments) including Early Years. • Understanding of how to manage and monitor budgets effectively and deploy human resources. • A sound knowledge of a range of school improvement strategies which accelerate progress rates and close gaps for all pupils. • confidence and competency with ICT to utilise classroom based technologies that aid teaching and learning, and the ability to apply management tools to analyse pupil progress and attainment, finance data and other relevant school improvement software. •
BEHAVIOURS	<ul style="list-style-type: none"> • Is committed to encouraging an inclusive school community • Able to display the creativity, imagination and enthusiasm necessary to develop and maintain a clear and aspirational vision for the future of the school, whilst building on the school's strengths and successes. • Reflective and committed to the development of the whole child in an ever-evolving world. • A person with stamina, humour, energy and initiative who will be willing to immerse themselves in our Capel community. • To set standards and provide a role model for staff and pupils. • Approachable, able to listen and be open minded.