

EXECUTIVE HEADTEACHER PERSON SPECIFICATION

Post: Executive Headteacher – Park Hill Thorns Primary Federation
 Employer: Warwickshire County Council
 Reporting to: Governing Board
 Contract: Full time, permanent role
 Salary range: £75,675 - £85,529 as at September 2024 (L18 – L23)

Note to Applicants:

- Park Hill Thorns Primary Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- The Essential Criteria are the qualifications, experience, skills or knowledge you **must demonstrate you have** to be considered for the job.
- The Desirable Criteria are used to help decide between candidates who meet ALL the Essential Criteria.
- The Assessment column shows how the panel will obtain the necessary information about you. Please note the following abbreviations: AF - Application Form, I – Interview, CC – Checking of Certificates, A - Assessment
- If the Assessment column says the Application Form next to an Essential Criteria or a Desirable Criteria, you **MUST** include in your application enough information to show how you meet these criteria. You should include examples from your paid or voluntary work.

SELECTION CRITERIA		Assessment	Essential	Desirable
1.	Training, Qualifications and Experience			
1.1	Qualified Teacher Status	AF/CC	X	
1.2	NPQ or relevant postgraduate qualification or working towards NPQ or select from below: <ul style="list-style-type: none"> • National Professional Qualification for Senior Leadership (NPQSL) – for school leaders who are, or are aspiring to be, a senior leader with cross-school responsibilities • National Professional Qualification for Headship (NPQH) – for school leaders who are, or are aspiring to be, a headteacher or head of school with responsibility for leading a school • National Professional Qualification for Executive Leadership (NPQEL) – for school leaders who are, or are aspiring to be, an executive headteacher or have a school trust CEO role with responsibility for leading several schools 	AF/CC	X	
1.3	Evidence of relevant continuing professional development	AF/I/A	X	
1.4	Effective, successful leadership and management experience as a Headteacher or Executive Headteacher; or as a Deputy Headteacher who has worked across multiple settings	AF/I/A	X	
1.5	Leadership experience with working in a federation/executive/multi-academy trust context	AF/I/A		X
1.6	Experience of working in more than one school or educational setting with management responsibilities			X
1.7	Substantial successful teaching experience within early years, key stage 1 and key stage 2	AF	X	
1.8	Significant and successful experience of School Improvement based on honest self-evaluation	AF/I/A	X	

1.9	Experience of developing and supporting SEND provision in a school	AF/I/A	X	
1.10	Experience of managing a specialist resource provision within a mainstream school	AF/I		X
1.11	Track record of leading change effectively	AF/I/A	X	
1.12	Track record of using effective strategies for monitoring and evaluating the quality of teaching and pupil achievement, and meeting the educational needs of all pupils at the school		X	
1.13	Track record of using successful strategies for inclusion, community cohesion and the promotion of equal opportunities	AF/I/A	X	
1.14	Experience of effective school development/action planning/monitoring and evaluation processes	AF/I/A	X	
1.15	Evidence of the ability to use ICT and data to set challenging targets for improvements	AF/I/A	X	
1.16	Up to date safeguarding training and knowledge of legislation for the protection of young people with responsibility as DSL or DDSL	AF/I/A	X	
1.17	Experience of and a commitment to being proactive in creating partnerships and working collaboratively with other schools	AF/I/A	X	
1.18	Experience of working in partnership with external agencies	AF/I/A	X	
1.19	Experience and commitment to being proactive in working with the community and community groups	AF/I/A		X
1.20	Experience of strategies to develop pupils' personal development, behaviour and wellbeing	AF/I/A	X	
1.21	Ability to support and have commitment to the wellbeing of staff	AF/I/A	X	
1.22	Experience in effectively managing financial resources and a delegated budget	AF/I/A	X	
1.23	Experience in planning, reviewing and evaluating resources effectively	AF/I/A	X	
1.24	Ability to plan, set objectives and priorities and monitor progress at an operational level	AF/I/A	X	
1.25	The requirement to work in accordance with the Headteacher standards	AF/I/A	X	

2.	Skills and Knowledge			
2.1	Ability to enable and empower governors to fulfil their roles and responsibilities	AF/I/A	X	
2.2	Ability to motivate and support all staff including development of leadership at all levels	AF/I/A	X	
2.3	Ability to inspire and lead a team effectively, delegate appropriately and manage the performance of individual staff members	AF/I/A	X	
2.4	Ability to develop high quality staff in line with the School Improvement priorities	AF/I/A	X	
2.5	Ability to articulate a clear personal philosophy for education	AF/I/A	X	
2.6	An ability to lead the school with a clear vision, direction and aspirations	AF/I/A	X	
2.7	A proven ability to establish and sustain excellent relationships with parents, pupils, governors, staff, the Local Authority and the wider community	AF/I/A	X	
2.8	The ability to ensure agreed actions are implemented, promoting and maintaining high positive standards, monitoring progress and accountability for achievement of pupil outcomes	AF/I/A	X	
2.9	The ability to develop the personality of the whole child including spiritual, moral, social, cultural and academic aspects of development	AF/I/A	X	
2.10	Commitment to maintain and strengthen the positive ethos and holistic nature of the school	AF/I/A	X	

2.11	Expert knowledge and understanding of the primary National Curriculum, Early Years Foundation Stage and assessment of these	AF/I/A	X	
2.12	An up to date understanding of national education policy, educational developments and the statutory and legal framework in which a school operates	AF/I/A	X	
2.13	Commitment to engage with and promote the extended provision within the school, the local community and other agencies	AF/I/A	X	
2.14	Commitment to develop an understanding of the cultural and contextual needs of the local community	AF/I/A	X	
2.15	Ability to communicate clearly with a wide range of people using a variety of media	AF/I/A	X	

3.	Personal Qualities			
3.1	Flexible leadership style, hands on when required and knowing when to delegate	AF/I/A	X	
3.2	Leads by example, a role model of integrity and resilience, showing compassion when dealing with issues	AF/I/A	X	
3.3	Ability to foster an open, transparent and equitable attitude and deal effectively with difficult conversations and conflict at every level	AF/I/A	X	
3.4	Actively promotes a school that is inclusive of all children and celebrates children's uniqueness	AF/I/A	X	