

Viking Academy Trust



Person Specification

Position: Head of School

Name of Member of Staff:

Member of Staff:

Date:

Executive Headteacher: *Myriam* Date:

PERSON SPECIFICATION: Head of School

“Empowering children through education: One Childhood One Chance”

Viking Academy Trust Base School:	CHILTON PRIMARY SCHOOL
Job Title:	HEAD OF SCHOOL
Line Manager:	DIRECTOR OF EDUCATION
Pay Range:	LEADERSHIP PAY RANGE

Person Specification

	Essential	Desirable
Qualifications and Training	<p>Qualified Teacher Status</p> <p>Experience of Middle Leadership for at least two years.</p> <p>NPQH or willingness to undertake</p>	<p>Evidence of recent professional development relevant to the post e.g. NPQSL, NPQH</p>
Knowledge and Experience	<p>Successful leadership experience to at least Deputy or Assistant Head level.</p> <p>Successful teacher experience within the EYFS/primary school age range.</p> <p>Detailed knowledge of the whole Primary curriculum.</p> <p>Involved in the implementation of whole school initiative to improve learning.</p> <p>Sound understanding of assessment and reporting – including statutory assessments.</p> <p>Successful leadership of a team or phase within the primary age range.</p>	<p>Knowledge of current behaviour for learning research.</p> <p>Good understanding of current educational issues, particularly relating to the post.</p> <p>Experience of effectively managing staff and budgets to ensure appropriate use of resources.</p> <p>Ability to provide clear direction when leading annual reviews / referrals.</p> <p>Understanding of the appraisal process and link to pay progression.</p>

	<p>A sound understanding of monitoring pupil progress and raising attainment and progress – especially SEN/AEN and vulnerable children.</p> <p>Experience of reporting to the Governing Body.</p> <p>Relevant and recent CPD showing a commitment to developing leadership skills through nationally recognised qualifications.</p> <p>Experience of providing regular coaching and mentoring.</p> <p>Ability to create policies, through informed decision making, consultation and informed judgements.</p>	
Skills and Abilities	<p>Excellent communication skills and the ability to set a clear vision.</p> <p>Evidence of outstanding classroom practice.</p> <p>Ability to evaluate strengths and areas for development and plan action to address these – for themselves and others.</p> <p>Ability to give clear and positive leadership and to work as part of a team.</p> <p>Excellent interpersonal skills.</p> <p>Excellent behaviour strategies – particularly for children with additional needs.</p> <p>Excellent time management and organisational skills.</p>	<p>Confident user of ICT.</p> <p>Commitment to extra-curricular activities.</p>

	Ability to embrace new initiatives and manage change effectively.	
Personal Qualities	<p>A firm commitment to the principles of an INCLUSIVE education.</p> <p>The ability to maintain and develop good and sensitive personal relationships with all stakeholders – children, families, staff and governors.</p> <p>High expectations of themselves and of others.</p> <p>A commitment to high standards of pupil achievement – both learning and behaviour.</p> <p>A positive, caring attitude</p> <p>Confidential and professional</p> <p>Ability to give and receive professional and constructive advice.</p> <p>Flexibility and resilience.</p> <p>Clear vision for own career development.</p>	<p>Passion and enthusiasm.</p> <p>Sense of humour.</p>

Safeguarding – Safe Recruitment and Selection - Essential

In addition to candidate's ability to perform the duties of the post, the recruitment process will also explore issues relating to safeguarding and promoting the welfare of children of children including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate boundaries with children and young people
- Ability to demonstrate commitment to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

