

# Person Specification

This document lists the essential and desirable requirements needed in order to perform the job effectively.

## Head of School Person Specification

The post holder will be required to safeguard and promote the welfare of children and young people.

### **A. Qualifications, Experience and Professional Development**

- Qualified Teacher Status
- Degree
- Meets the requirements re: the National Professional Qualification for Headship for first substantive headship

#### **Professional Development**

- Professional Development in preparation for Headship
- Has successfully undertaken NCSL/CWDC-approved 'safer recruitment' training

#### **Other Training**

- Experience as a Deputy Headteacher or acting headteacher.
- A proven track record of successful senior leadership in the primary phase
- Experience in two or more institutions and covering aspects of curriculum, pastoral, budget and resource management
- Teaching Experience
- Successful teaching experience in a primary school

### **B. Professional Knowledge and understanding**

#### **1. Shaping the future - in particular:**

- Awareness and understanding of current educational trends and issues, including national policies, priorities and legislation.
- The ability to work productively in partnership with the Governing Body in the interests of Lion Academy Trust School and the community

#### **2. Leading Learning and Teaching - in particular:**

- The principles and practice of effective learning and teaching
- Strategies for improving the quality of learning and teaching, including promoting excellence and challenging poor performance
- Curriculum design and management that help to provide the choice and flexibility to meet the personal learning needs of every student
- Monitoring and evaluating the effectiveness of learning and teaching, including its outcomes in terms of standards and achievement and personal development and wellbeing
- The principles and practice of high quality personal, spiritual, moral, social and cultural education

#### **3. Developing Self and Working with Others - in particular:**

- The significance of interpersonal relationships and strategies for promoting individual and team development
- Promoting an open, fair and equitable culture consistent with the Lion Academy Trust School ethos
- The relationships between self evaluation, appraisal/performance management and continuing professional development

- The impact of change and different leadership styles on individuals and organisations.
- The importance of partnership working and accepting appropriate support from others, including colleagues, governors and external agencies
- The role of collaboration and networking within and beyond the school

#### **4. Managing the organisation - in particular:**

- Principles, strategies and practice of school improvement and self evaluation in fulfilling the Mission Statement
- Distribution and delegation of leadership responsibilities and management tasks as appropriate, and monitoring their implementation.
- Sustaining effective organisational structures, systems, policy and practice to reflect the schools' values
- Managing the school efficiently and effectively on a day-to-day basis
- Using informed judgements to make professional, leadership, managerial and organisational decisions
- Knowledge of and commitment to the implementation of the safeguarding agenda

#### **5. Securing Accountability - in particular:**

- Principles and practice of quality assurance systems, including school review, self evaluation and performance management.
- An understanding of the Ofsted framework, of what characterises an outstanding school and a commitment to drive improvement in that direction
- Analysing and using the full range of evidence, including performance data and external evaluations, to support, monitor, evaluate and improve aspects of the school, including challenging poor performance.
- Stakeholder and community, including students and parents, engagement in, and accountability for, school self evaluation and the success and celebration of its performance.
- Individual, team and whole school accountability for student learning outcomes

#### **6. Strengthening Community - in particular:**

- Listening to, and reflecting and acting on, community feedback
- Strategies that encourage parents and carers as the prime educators to support their children's learning
- Building and sustaining effective relationships with parents, carers, other schools and partners, parishes and the broader community that enhance the education of all Lion Academy Trust School students.
- Commitment to attending all Academy Trust School events and functions and to representing Lion Academy Trust School at Community events throughout the year.

#### **C. Personal Skills and Attributes - the ability to:**

- Respect the dignity of each person
- Inspire, challenge, motivate and empower teams and individuals to achieve
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people
- Build and maintain quality relationships through interpersonal skills and effective communication
- Demonstrate personal and professional integrity, including modelling values and vision
- Manage and resolve conflict
- Prioritise, plan and organise self and others
- Think analytically and creatively and demonstrate initiative in solving problems
- Ability to form and maintain appropriate relationships and personal boundaries with children
- Show emotional resilience in working with challenging behaviours and attitudes to the use of authority and maintaining discipline.