**Person Specification – Head of School**

**Qualifications and training**

* Qualified teacher status (as recognised by the Department for Education).
* Be a skilled and experienced teacher with exemplary classroom practice.
* Participation in recent, relevant in-service training.
* Willing to undertake SEND training with support.
* Have experience and understanding of supporting the learning of pupils with the full range of abilities and needs and a strong track record in making an impact on their progress.

**Duties in School**

* Day-to-day running of Swineshead St. Mary’s CE Primary School
* Designated Safeguarding Lead
* Looked After Child Lead
* To work with the SENDCo at Sutterton Fourfields or, if qualified, lead on SEND.
* Lead on day-to day teaching and learning
* Monitoring standards and progress across the school
* Work experience/college placement leader
* Oversee day-to-day behaviour management
* Pupil Progress Meetings
* Assessment / data analysis / gaps analysis
* Performance Management of HLTAs and TAs
* Educational Visits Coordinator
* Attendance Champion
* Oversee Growing Acorns Nurture Group
* Key holder
* Engaging with and implementing work from brokered support
* Head of School reports to Governors

**Leadership**

* To celebrate and enjoy being part of a church school family and understand its Christian distinctiveness
* Be a lead on safeguarding within the school.
* To implement the federation’s systems, procedures and structures.
* To have high standards of effective behaviour management.
* Be able to lead, motivate, challenge and inspire others to achieve excellence.
* Knowledge and understanding of the role and responsibilities of senior leaders and governing bodies within primary schools.
* Experience of previous or current responsibilities within a successful senior management team. Desirable experience includes: a Phase Leader, Head of School, Deputy, Assistant Headteacher or Headteacher.
* Experience of successfully leading staff to deliver improvements and initiatives with demonstrable impact.
* Think strategically and to plan effectively in both the short and long term.
* Inspire, motivate and support pupils, staff, parents (and carers), governors and the wider community about the work of a school.
* Consult, seek advice and be pragmatic when making decisions.
* Promote the professional development of all staff.

**Commitment to excellence in education**

* Implement the school and federation’s systems and procedures, including the school development plan.
* Strengthen and maintain high standards of behaviour among pupils.
* Robust knowledge and understanding of recent developments and legislative changes in education and how these impact on the leadership and management of a primary school.
* Substantial and high-quality experience of teaching within the early years foundation stage, key stage 1 or key stage 2 of the national curriculum.
* Commitment to raising the academic and personal achievement of pupils significantly and to holding high expectations of all children.
* Understanding of effective assessment in education and its use to promote the academic progression for pupils.
* Demonstrate a commitment to inclusion, ensuring all pupils can participate in a full range of curricular and enriched extra-curricular activities.
* Promote a positive ethos and pride in a school and its physical environment together.
* Raise standards and significantly improve achievement.
* Innovate to make learning inspiring, engaging and fun for pupils.

**Equal Opportunities**

* Commitment to promoting, implementing and monitoring equal opportunities across all aspects of the school.