

PERSONAL SPECIFICATION

Head of School

Assessed at: Application (A), Interview (I), Reference (R)

Criteria		Essential	Desirable	Assessed at
Qualifications	<ul style="list-style-type: none"> Qualified Teacher Status (QTS) or comparable relatable qualifications if not a teacher 	x		A
	<ul style="list-style-type: none"> Honours Degree 	x		A
	<ul style="list-style-type: none"> Higher Degree 		x	A
	<ul style="list-style-type: none"> Evidence of continuing professional development. 	x		A, I
	<ul style="list-style-type: none"> Minimum of 4 years' teaching experience at secondary level, and experience of being a form tutor or comparable experience if not a teacher 	x		A, I
Previous Work Experience	<ul style="list-style-type: none"> Be an excellent teaching practitioner at all key stages 3-5 or be Able to demonstrate a sound understanding of teaching pedagogy and intervention and progress if not a teacher 	x		I, R
	<ul style="list-style-type: none"> Successful experience of bringing about change in a logical and technically sound manner 		x	A, I, R
	<ul style="list-style-type: none"> Experience of leading successful initiatives that go beyond your own department 		x	A, I, R
	<ul style="list-style-type: none"> Understanding of data with proven strategies for raising achievement and monitoring students' academic progress. 	x		A, I
	<ul style="list-style-type: none"> Strategies for ensuring inclusion, diversity and access 	x		I, R
	<ul style="list-style-type: none"> Manage the relationship between performance management, CPD and sustained school improvement 		x	A, R
	<ul style="list-style-type: none"> Experience of self-evaluation 	x		A
	<ul style="list-style-type: none"> The use of a range of evidence, including performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance, poor behaviour and poor attendance 	x		A, I, R
	<ul style="list-style-type: none"> Evidence of working with other agencies 		x	A, I
	<ul style="list-style-type: none"> Experience and involvement of pastoral related matters. 	x		A, I
	<ul style="list-style-type: none"> Experience of working with SEND students beyond the classroom 		x	A, I
Other Qualities	<ul style="list-style-type: none"> Inspire, challenge, motivate and empower others to carry the vision forward 	x		A, I
	<ul style="list-style-type: none"> Model the values and vision of the school 	x		A, I, R

	<ul style="list-style-type: none"> • Demonstrate personal enthusiasm for and commitment to the learning and school improvement process 	x		A, I, R
	<ul style="list-style-type: none"> • Develop, enthuse, empower and sustain individuals and teams 	x		A, I, R
	<ul style="list-style-type: none"> • Prioritise, plan and organise themselves and others 	x		A, I, R
	<ul style="list-style-type: none"> • Think creatively to anticipate and solve problems 	x		A, I, R
	<ul style="list-style-type: none"> • Personal 'presence' and confidence; warmth and sensitivity; flexibility and maturity of approach; enthusiasm and a sense of humour 	x		A, I, R
	<ul style="list-style-type: none"> • Drive, energy, commitment, proven capacity for hard work and 'willingness to go the extra mile', capacity to manage own work pressure and that of others effectively 	x		A, I, R
	<ul style="list-style-type: none"> • Proven ability to work as a team member 	x		A, R
	<ul style="list-style-type: none"> • Record of good health and attendance 	x		R
	<ul style="list-style-type: none"> • Personal integrity 	x		A, I, R
	<ul style="list-style-type: none"> • Ability to develop and maintain good working relationships with students, teaching and non-teaching colleagues, parents, and others associated with the academy 	x		I
	<ul style="list-style-type: none"> • Ability to mediate, arbitrate and negotiate in appropriate circumstances 	x		I
	<ul style="list-style-type: none"> • Good presentation skills and ability to motivate stakeholders 	x		A, I, R
	<ul style="list-style-type: none"> • Ability to communicate effectively with different audiences, orally and in writing 	x		A, I, R
	<ul style="list-style-type: none"> • Excellent time management skills and capacity to prioritise effectively 	x		A, I, R