**ORDSALL PRIMARY SCHOOL**

**APPOINTMENT OF HEADTEACHER**

**PERSON SPECIFICATION** *(Revised June 2019)*

THE PERSON SPECIFICATION IS USED BY THE SELECTION PANEL TO IDENTIFY THE ATTRIBUTES A SUCCESSFUL CANDIDATE WILL NEED TO BRING TO THE POST.

Those marked **E** are *essential* and must be met in order for a candidate to be shortlisted for interview or appointed to the post.

Those marked **D** are *desirable* and will strengthen a candidate’s likelihood of being invited to interview or appointed to the post.

All other abilities and aptitudes will be judged ‘by degree’ from application, references and interview activities to guide the selection panel in appointing a candidate who is personally and professionally suited to successfully filling this particular post.

**A** = application form/ letter: **I** = interview process: **R** = reference

**Candidates should ensure that they will satisfy the essential elements before applying and ensure that they construct their letter of application to include the areas requested in the details sent to potential candidates.**

|  |  |  |
| --- | --- | --- |
| **CATEGORY** |  | **EVIDENCE** |
| **QUALIFICATIONS** | | |
| Qualified Teacher Status | **E** | A |
| NPQH | **D** | A |
| Recent CPD relevant to the post | **E** | A |
| Other professional qualifications | **D** | A |
|  |  |  |
|  |  |  |
| **EXPERIENCE** | | |
| Substantial successful teaching experience in the primary phase | **E** | A/R |
| Experience in more than one school | **D** | A |
| Experience in a large school | **D** | A |
| Substantial successful senior leadership experience in primary phase schools | **E** | A/R |
| Experience of appraising the work of others | **E** | A/I |
| Experience of working with governors | **E** | A |
|  |  |  |
| **PROFESSIONAL KNOWLEDGE & UNDERSTANDING** | | |
| Up to date knowledge of the primary and early years curriculum  Wide knowledge of effective teaching methods and strategies  Up to date knowledge of assessment and tracking  Understanding of school improvement strategies  Knowledge of current educational legislation and initiatives  Knowledge of equal opportunities and commitment to their pursuit | **E** | A/R/I |
| **PROFESSIONAL COMPETENCIES** | | |
| The ability to think strategically and plan for the future  The ability to drive and manage change efficiently  The ability to establish appropriate priorities for spending and  effectively manage and monitor the school budget  The ability to maintain and work within policies and procedures  A competent user of IT  A commitment to setting high expectations and the ability to challenge underperformance  A commitment to ensuring inclusion, addressing diversity and access  The ability to motivate and manage members of staff with different skills and experience and to delegate appropriately  Good communication skills: -   * the ability to present orally with clarity and authority * the ability to write effectively   The ability to take clear decisions  The ability to establish and maintain effective relationships with parents, carers and other agencies or individuals with a connection to the school  The ability to form and maintain appropriate relationships and personal boundaries with pupils in the school  The ability to collaborate and network with others beyond the school in order to build and maintain a learning community  The ability to delegate effectively and ensure accountability | **E** | A/R/I |
| **SAFEGUARDING** | | |
| Evidence of up to date safeguarding training | **E** | A |
| Knowledge of the headteacher’s responsibilities in managing safeguarding matters | **E** | I |
| An understanding of the school’s role in keeping pupils and staff safe | **E** | A/I |
| An enhanced DBS check (if not already employed by the local authority) | **E** | Post Appointment |
| **PERSONAL ATTRIBUTES** | | |
| To be adaptable and resilient  To be efficient and able to complete tasks on time  To be able to create effective working relationships with all children, staff, governors and parents/carers  To engage with the local community and wider life of the school | **E** | I |
| **REFERENCES** | | |
| The candidate will have appropriate references recommending for the post | **E** | R |
|  |  |  |
| **SPECIFIC REQUIREMENTS** | | |
| The ability to structure and write a convincing letter of application as requested in the letter to potential candidates | **E** | A |
| The ability to present professionally and manage tasks and an interview with confidence, authority and conviction | **E** | I |
|  |  |  |
|  |  |  |
|  |  |  |

*Revised June 2019 AW (HR / DW (EIS)*