

Head Teacher – Job Description/Personnel Specification

Area of Responsibility	Job Description	Person Specification	Basis of Assessment	
			APP	INT-GB
Leadership, Ethos and Vision	1. (a) to (d)	Qualification Requirements: <ul style="list-style-type: none"> Qualified Teacher NPQH (for first Headship appointment) Evidence of recent and relevant continuous professional development General Experience Requirements: <ul style="list-style-type: none"> Proven and significant experience as part of a senior management team 		
Curriculum	2. (a) to (b)		Essential	
Pupils	3. (a) to (e)		Desirable	
Staff	4. (a) to (d)		Essential	
Teaching and Learning	5. (a)			
Governance and Accountability	6. (a) to (f)		Essential	
Parents	7. (a) to (c)			
Partnership Working	8. (a) to (b)			
General	9. (a)			

APP - Application Form

INT- GB - Interview – Governing Body

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1. Leadership, Ethos and vision	(a) To maintain the Christian ethos in which individuals feel valued and included and where personal endeavour and responsibility are fostered, within the overall context of the school's commitment to high achievement, effective teaching and learning and good relationships.	• Knowledge of the characteristics of an effective school and high quality education provision for all pupils, including those with special education needs and disabilities	Essential	Essential
		• Able to demonstrate a commitment to preserve and develop the Christian Ethos of the school	Essential	Essential
		• Able to demonstrate a commitment to sharing good practice and celebrating the achievements of the school	Essential	Essential
		• Able to establish, develop and promote a positive school ethos with a focus on high progress for all.	Essential	Essential
		• A commitment to the pastoral and spiritual welfare of everyone within the school		Essential
	(b) To maintain high morale and to set an example of high quality performance in standards and leadership.	• Able to set standards and act as an inspiring role model.		Essential
		• Able to work to challenging professional goals		Essential
		• Able to demonstrate responsibility for own professional development	Essential	Essential
		• Able to demonstrate good time management skills and ability to prioritise tasks	Essential	Essential
		• Able demonstrate the resilience and flexibility required in a small school		
	(c) To maintain the vision for the continued development of the school of joy, wisdom and love.	• Ability to work with the whole school and wider community to develop a clear vision for the school.	Essential	Essential
		• Able to demonstrate and implement good equality, diversity and inclusion practices.	Essential	Essential
		• Knowledge of the national policy and statutory framework for education.	Essential	Essential

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2. Curriculum	(a) To innovate and develop a coherent and differentiated curriculum which is relevant to the needs and aspirations of all of the pupils and their future lives.	<ul style="list-style-type: none"> A track record of excellent classroom practice and of innovative curriculum development. Ability and commitment to provide a rich, coherent and differentiated curriculum, appropriate to every pupil. 	Essential	Essential
	(b) To ensure that the curriculum is regularly reviewed, evaluated and updated, taking account of local and national initiatives, best practice, policies and statutes, to be carried out in co-operation with colleagues, governors and the LEA.	<ul style="list-style-type: none"> Experience of leadership in several areas including a curriculum area. Understanding of the curriculum and its assessment at all relevant key stages. 	Essential	Essential Essential

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3. Pupils	(a) To ensure equality of opportunity for all through the school's policies, procedures and practices.	<ul style="list-style-type: none"> • Able to demonstrate a knowledge and understanding of equality diversity and inclusion. • Able to demonstrate a commitment to placing pupil outcomes at the core of all aspects of leadership and management. 		Essential
	(b) To ensure that pupils receive high quality education designed to promote excitement and enthusiasm in learning, leading to the pursuit of excellence.	<ul style="list-style-type: none"> • Able to demonstrate a commitment to the education of the 'whole pupil'. • Ability and commitment to provide a rich, coherent and differentiated curriculum, appropriate to every pupil. • Experience of setting and working with performance targets to raise school achievement at pupil, area and school level. 		Essential Essential Essential
	(c) To ensure that the progress of each pupil is monitored and recorded, and targets are set so that the most appropriate decisions can be taken with regard to the next step in his/her education.	<ul style="list-style-type: none"> • Experience of benchmarking and assessment. • Ability to analyse and interpret data and make decisions based on data/information. 		Essential Essential
	(d) To ensure that the assessment requirements of the National Curriculum are appropriately carried out.	<ul style="list-style-type: none"> • Knowledge and understanding of health and safety issues and legislation. 		Essential
	(e) To ensure that the activities in which pupils are engaged are conducted in a disciplined, safe and healthy environment.			

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4. Staff	(a) To be responsible for the appointment of high quality teaching and non-teaching staff and to ensure levels of performance necessary to achieve the agreed aims and objectives of the school.	<ul style="list-style-type: none"> Knowledge and experience of recruitment and selection procedures. Knowledge and understanding of equality, diversity and inclusion. 	Essential	Essential
	(b) To motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on an assessment of needs.	<ul style="list-style-type: none"> Experience of leading staff professional development and staff meetings. Commitment to sharing good practice and celebrating the achievements of the school. Able to direct and co-ordinate the work of others, motivating, inspiring and supporting staff in all matters of classroom practice, organisation, management and teaching methods. 		Essential
	(c) To ensure that teacher appraisal is effective within the school in line with the relevant regulations.	<ul style="list-style-type: none"> Able to demonstrate an understanding of teacher appraisal. 		Essential
	(d) To report to the Chair of Governors regularly on the professional development of all staff at the school.	<ul style="list-style-type: none"> Knowledge and understanding of staff development linked to school improvement and school priorities. 		Essential

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5. Teaching and Learning	(a) To secure and sustain effective teaching and learning throughout the school, monitor and evaluate the quality of teaching and standards of pupils' achievement, and use benchmarks and set targets for improvement.	<ul style="list-style-type: none"> • Experience of using local, national and school data to monitor, evaluate and improve school performance. • Analysis and interpretation of data and ability to make decisions based on data/information. • Experience of setting and working with performance targets to raise school achievement at pupil, area and school level. • Experience and understanding of strategies for raising standards. • Able to demonstrate a clear understanding of the use of technology and e-learning to aid and promote the quality of teaching and learning. • Able to demonstrate an understanding of the pattern of pupils learning. 		<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

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6. Governance and Accountability	(a) To be accountable for the efficiency and effectiveness of the school to the Governors and others, including pupils, parents and other stakeholders	<ul style="list-style-type: none"> Ability to communicate the aims, objectives and values of the school and the wider community Able to demonstrate a clear understanding of the use of technology to enhance the efficiency of management processes 		Essential
	(b) To advise, assist and inform the Governing Body in the fulfilment of its responsibilities	<ul style="list-style-type: none"> Able to demonstrate an understanding of and commitment to the role of the Governing Body and the ability to work in partnership with Governors 		Essential
	(c) To assist the Governing Body to formulate a school improvement plan for the school, and to secure its implementation with the collective support of the school staff	<ul style="list-style-type: none"> Experience of substantial involvement in school improvement planning, including its implementation, monitoring and evaluation Knowledge of strategic planning and an ability to determine priorities 		Essential
	(d) To plan effectively, and to assist the Governing Body in the development of school based indicators as a basis for monitoring and evaluating educational performance and the best value use of resources	<ul style="list-style-type: none"> Experience of using local, national and school data to monitor, evaluate and improve school performance Experience of setting and working with performance targets to raise school achievement at pupil, area and school level Able to analyse and interpret data and make decisions based on relevant data/information 		Essential
	(e) To be accountable to the Governing Body for the direction and control of the available human, physical and financial resources, including any delegated budget, according to the school's aims and objectives in consultation with other staff as appropriate	<ul style="list-style-type: none"> Experience of managing delegated budgets Experience of management of staff, systems and resources Able to delegate and devolve responsibility appropriately, establishing relevant monitoring/control mechanisms 	Essential	Essential
	(f) To be accountable to the Governing Body for the maintenance of high standards of care of the school environment and the health and safety of all staff, pupils and visitors to the site	<ul style="list-style-type: none"> Able to demonstrate a knowledge and understanding of health and safety issues and legislation 	Essential	Essential

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7. Parents	(a) To ensure that parents have access to appropriate up to date information about the direction of the school and the curriculum. (b) To ensure that parents have information relating to the progress of their child. (c) To encourage and develop positive co-operation between the home and school	<ul style="list-style-type: none"> Ability to demonstrate great communication skills with the school and wider community. 		Essential

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8. Partnership Working	(a) To develop and maintain effective relationships with the community, local employers and other agencies	• Ability to communicate the aims, objectives and values of the school and wider community		Essential
		• Able to demonstrate an understanding of current legislation and opportunities and their impact on schools and their wider communities		Essential
		• Able to demonstrate how the Church link will be valued and developed		Essential
	(b) To contribute to the strategic direction of education and lifelong learning in Sandwell working collaboratively with colleagues, cluster groups, the local education authority and other appropriate groups	• Able to demonstrate an understanding of national policy and the statutory framework for education		Essential
		• Knowledge of strategic planning and an ability to determine priorities		Essential
		• Commitment to sharing good practice and celebrating the achievements of the school		Essential
		• Able to demonstrate an understanding of the role of the local education authority		Essential

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9. General	(a) Responsibility for the organisation, management and conduct of the school in accordance with the Instrument of Government, Statutory Pay and Conditions of Employment of Head Teachers and any relevant policies of the Local education authority / Governing Body	<ul style="list-style-type: none"> Knowledge and understanding of relevant legislation and regulations 		Essential