

HEADTEACHER PERSON SPECIFICATION

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications and Training** | * Qualified Teacher Status (QTS) * Serving Headteacher or Deputy Headteacher * Recent In-Service training * Experience of successful Ofsted Inspection * Evidence of training to enhance his/her current role * Evidence of personal institutional improvement, development and change * Successful involvement in performance processes and data analysis | * National Professional Qualification for Headteachers * Post Graduate qualification and/or recognised management qualification * Knowledge and understanding of whole school budget setting/monitoring |
| **Experience** | * Leadership and management role in relation to pupils in Key Stage 2 and/or Key Stage 3 * A variety of teaching experience * Experience in curriculum development and planning in Key Stage 2 and/or Key Stage 3 * Experience and appreciation of needs of pupils | * Experience of managing the Ofsted process * In depth experience of several curriculum areas * Recent involvement in implementation of new educational developments * Experience in a middle school |
| **Leadership Qualities and Personal Attributes** | * Have outstanding leadership qualities, including a vision for the direction of the school, and the drive and requisite skills to achieve this * Effective communicator (to staff, parents, governors and pupils) * Successful teacher showing commitment to both academic   and general welfare of pupils |  |

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|  | * Ability to identify the needs of and oversee the delivery of a balanced curriculum * Personnel management skills (including appraisals) * The ability to plan, monitor, evaluate, review and lead by example * The ability to lead and manage effectively in a pressurised environment; be willing and able to work long hours when necessary and be able to manage time effectively * The ability to manage a multi- disciplinary approach to addressing the needs of children * The ability to lead and manage an inclusive school * The ability to lead and manage underperformance * The ability to create and maintain a caring and nurturing environment within the school, setting, by example, the appropriate ethos and culture of Woodfield Academy thereby ensuring moral, spiritual and emotional wellbeing of our pupils * A good grasp of ICT skills and knowledge to support learning * Be a strong presence, with high visibility in the school environment * Be able to understand how and when to delegate, and to whom * Oversee the provision and development of outstanding learning and teaching * Ensure that there is a culture of aspirational challenge throughout the school |  |
| **Professional Knowledge and Understanding** | * Comprehensive understanding of recent educational developments * Knowledge and understanding of personnel management issue | * Comprehensive understanding of school financial systems * Knowledge of School Information Management Systems |

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|  | * Possess a good understanding of financial and business issues, and how these impact the educational needs of our pupils * Understand the importance of a stable financial position and the significant link between staffing costs and the annual overall budget * Understanding of how to meet the curricular and learning needs of all pupils including those from less advantaged backgrounds and those who are higher achieving * Understanding of how to raise pupils’ aspirations |  |
| **Qualities** | * Flexible leadership style and the ability to build and maintain effective teams * Ability to lead the school through changes and meet new challenges with enthusiasm, vision, flair and sensitivity * Self motivated and hard working * Ability to forge strong links with all stakeholders * Have a positive approach to discipline * Ability to work closely with the Governing Body * Commitment to equal opportunities * Ability to effectively delegate tasks * Commitment to working with parents and carers to support their child’s needs * Commitment to pre and after- school activities * Excellent “soft skills” * Commitment to continuing professional development for members of the school community | * Commitment to the health and wellbeing of all stakeholders |
| **Personal** | * Understand how to achieve all of the above, whilst maintaining a good sense of humour and |  |

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|  | work/life balance, underpinned by the energy, enthusiasm and determination which will undoubtedly be needed to ensure the continued and future success of Woodfield Academy   * Be available and approachable, treating people respectfully and fairly * Be able to develop and sustain excellent working relationships with staff, individually and collectively, supporting them appropriately in order to provide the best teaching and learning experience for our pupils |  |