

Headteacher Person Specification	
Position:	Headteacher
Pay Range:	L20 -L27 (Group 4)
Responsible to:	Governing Body and Local Authority

The appointing panel will use a combination of assessment tools to determine each candidate's suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the **application form, supporting statement, information gathered** during the **interview process and references**.

Key: A = Application I = Interview CC = Certificate Check

(A) Qualifications	Essential / Desirable	Assessment
Qualified teacher status	E	A, CC
Degree or equivalent qualification	E	A, CC

(B) Professional Development	Essential / Desirable	Assessment
Evidence of recent and appropriate professional development for the role of headteacher.	E	A, I
Has successfully undertaken child protection training and demonstrates essential knowledge of legislation for the protection of young people	E	A, I
Has successfully undertaken appropriate training for the role of Designated Safeguarding Lead or has a commitment to do so.	E	A, CC
Has successfully undertaken the Secretary of State's Safer Recruitment Training or has a commitment to do so before taking up post or within twelve months of taking up post.	E	A

(C) School leadership and management experience	Essential / Desirable	Assessment
Recent significant and successful leadership as a Headteacher, Deputy Headteacher or Head of School. (or as an assistant headteacher if their current school does not have a deputy)	E	A, I
Shows an understanding of the school's vision and key priorities	E	A, I
Evidence of involvement in school self-evaluation and strategic development planning	E	A, I
Experience of monitoring staff performance and providing professional challenge and support through Performance Management	E	A, I
Evidence of successfully taking a lead role in whole school improvement including, curriculum development, implementation and evaluation of impact	E	A, I
Proven experience of monitoring and evaluating teaching and learning to raise standards in order to positively impact on outcomes for all children including those with SEND	E	A, I
Understanding and knowledge of strategic financial and budget management		A, I
Experience of leading on the development, implementation, monitoring and evaluation of statutory policies and procedures	E	A, I
Demonstrate up-to-date knowledge and understanding of key legislation in relation to working with and protection of children	E	A, I
Maintains awareness and can provide evidence of work undertaken in relation to current national and local educational policy and strategy	E	A, I
Experience of leading effective staff development across the Primary phase and provide evidence of impact	E	A, I
Evidence of working effectively with a Governing Body providing advice and support to enable it to meet its responsibilities		A, I
Proven track record of effective monitoring and evaluation of behaviour management strategies to maintain a positive learning environment	E	A, I
Evidence of working with and engaging positively with families to promote the caring culture and ethos of the school	E	A, I

(D) Experience and knowledge of teaching	Essential / Desirable	Assessment
Experience of teaching in more than one school within the advertised phase		A, I
A current knowledge and understanding of all key-stages represented in the school.	E	A, I
Demonstrate an up-to-date knowledge and understanding of key legislation in relation to working with and protection of children	E	A, I
Effectively analyse school data and identify appropriate actions to raise standards/address weaknesses	E	A, I
Exemplify how the needs of all pupils have been met through high quality teaching	E	A, I
Experience of leading on the development, implementation, monitoring and evaluation of statutory policies and procedures	E	A, I,
Experience of leading on the development, implementation and evaluation of an inclusive and aspirational curriculum	E	A, I

(E) Professional and personal attributes	Essential / Desirable	Assessment
A passion for achieving the very best outcomes for all children	E	A, I
An ability to communicate effectively, both orally and in writing, to a range of audiences	E	A, I
Uphold and demonstrate the Seven Principles of Public Life - demonstrate the values & virtues of ethical leadership at all times	E	A, I
The capacity to provide inspirational, enthusiastic and innovative educational leadership and inspire confidence	E	A, I
Flexibility, initiative and personal responsibility to maintain a positive attitude in the face of a challenging and demanding job	E	A, I
Commitment to the mental health and wellbeing of staff, pupils and their families	E	A, I
Be a leader of learning, demonstrating, promoting and encouraging outstanding classroom practice	E	A, I
An ability to establish effective working relationships with a wide and diverse range of people including pupils, parents, governors, colleagues, other professionals and wider community	E	A, I

Professional Skills

Each candidate will also be expected to demonstrate knowledge and understanding of the Headteachers' Standards 2020 which also form the basis of the Job Description. Candidates will be expected to show evidence of having applied this knowledge and understanding in their current setting as well as an awareness of how this will be applied in our school.

Application Form and Supporting Statement

The form must be fully completed and legible. The supporting statement should be clear, concise, and related to the specific post, and be no more than **2 sides of A4 - Arial font**.

Confidential References

References will be sought for shortlisted candidates prior to the interview date.

Positive and supportive references are required from:

1. The applicant's present school or current employer; (essential)
2. Another professional. Where the applicant is not currently employed working with children, this must be the most recent school or college employer. Local agreements may prescribe that the second professional reference is provided by a SIP or local authority adviser whenever possible. (essential)

The governors reserve the right in exceptional cases to seek additional references from other former employers where this seems appropriate.

Final confirmation of the appointment is subject to satisfactory reports on health and attendance which will be requested only after the offer of appointment has been made.