



Oxspring Primary School, Sheffield Road, Oxspring, Sheffield, S36 8YW

Person specification Headteacher

Key:

AF: Application form

CQ: Certificates or qualifications

I: Interview

P: Presentation

R: Reference

Qualifications	Essential	Desirable	How identified
Qualified Teacher Status	X		AF/CQ
Evidence of continuing and relevant professional development in school leadership and management	X		AF/CQ
National Professional Qualification for Headteachers (NPQH)		X	AF/CQ/I
Skills and experience			
Successful experience as a senior leader or Headteacher in a primary school	X		AF/I/R
A highly effective teacher with proven good/outstanding teaching over time in the primary classroom	X		AF/I/R
Have excellent organisational skills which maintain the day-to-day rhythm of the school, while maintaining a focus on the strategic direction of the school	X		AF/I
Experience of teaching in more than one school		X	AF/R
Good understanding of the National Curriculum and its associated assessments	X		AF/I
Experience of leading change effectively	X		AF/I/R

Strategic direction and development			
Ability to build, communicate and implement a coherent vision for the school, in consultation with stakeholders	X		AF/I
Proven record of inspiring, challenging and motivating others to achieve agreed aims	X		AF/I/R
Self-motivated with outstanding organisational skills and the ability to prioritise workload effectively	X		AF/I
Adaptable to change, able to assess new ideas and embrace them if they improve children's learning	X		AF/I
Makes professional, managerial and organisational decisions based on informed judgements	X		AF/I
Has experience of developing a school improvement plan and is clear about the different things that inform its development and evaluation.	X		AF/I
Experience of combining the outcomes of regular school self-review with external evaluations in order to develop the school		X	AF/I
Governance, accountability and compliance			
A clear understanding of the range of mechanisms for working productively with the Governing Body, with proven examples and an understanding of its statutory duties, including challenge and support	X		AF/I
Proven record of being transparent, approachable and accountable to parents/carers, Governors, relevant external bodies and the local community	X		AF/I/R
Knowledge of legal requirements affecting schools	X		AF/I
Leading, managing and developing people and the organisation			
Proven ability to lead and motivate teams	X		AF/I/R
Proven ability to lead and inspire staff, Governors, pupils and parents/carers	X		AF/I/R
Highly effective communication skills, with experience of handling a variety of audiences and media	X		AF/I/R
Experience of using a range of evidence (including performance data) to support, monitor, evaluate and improve aspects of school life, including challenging poor performance	X		AF/I/R

Demonstrate an understanding of school finances and how to successfully make effective use of available resources within a finite budget, whilst taking account of competing and challenging budget demands		X	AF/I/R
Experience of staff performance/appraisal and acting effectively on any associated issues	X		AF/I/R
Leading teaching and learning			
Experience of setting and achieving challenging goals and targets for staff and pupils	X		AF/I/R
Knowledge, understanding and proven experience of how to further raise achievement across the school	X		AF/I/R
Acknowledges excellence and effectively challenges poor performance across the whole school	X		AF/I/R
Using research evidence to inform learning and teaching	X		AF/I/R
Proven experience of analysing pupil performance data, assessment and pupils' books to identify trends and inform school improvement decisions that improve teaching and learning outcomes	X		AF/I/R
Experience of developing a consistently high standard of teaching through rigorous assessment, monitoring, evaluation and support	X		AF/I/R
Commitment to a curriculum that is creative and relevant to the interests and needs of all pupils	X		AF/I/R
Ability to engage parents and carers in their child's learning (both in and out of school)	X		AF/I/R
Promoting the safety and wellbeing of pupils			
Absolute commitment to safeguarding. Understands what constitutes a safe and supportive school culture ensuring the welfare of children is safeguarded in line with current best practice.	X		AF/I/R
Have undertaken the role of designated or deputy designated safeguarding lead		X	AF/R
Ability to ensure an ethos which promotes excellent behaviour and enables all pupils to aspire and achieve success	X		AF/I

Working with the wider community			
Commitment and ability to work in partnership with parents/carers and the wider community	X		AF/I
Experience of working with external agencies to support and enhance the opportunities for pupils in school	X		AF/I/R
Personal qualities			
Open, honest, approachable and enthusiastic	X		I/P/R
Enjoys teaching and respects children	X		AF/I/P/R
Demonstrate professionalism, loyalty and integrity	X		AF/I
Ability to earn the respect of all stakeholders	X		AF/I
Willing to accept support from others, including colleagues, Governors, and outside agencies	X		AF/I/R
Strong intellect, able to exercise creativity and a high level of emotional intelligence in leadership	X		AF/I/R
Ability to communicate positively and appropriately with all stakeholders	X		AF/I
Adaptable to change, able to assess new ideas and embrace them if they improve children's learning	X		AF/I
A creative and imaginative problem solver	X		AF/I/R
Ability to exercise good judgement and take decisive action to deal with unforeseen circumstances	X		AF/I
Values and commitment			
Evidence of a commitment to inclusion and equal opportunities for all pupils in the school, including British values	X		AF/I/R
An understanding of the Head teacher's position as a positive role model	X		AF/I/R
A resolute determination to achieve the highest personal and educational achievement for every child	X		AF/I/P