

APPOINTMENT OF HEADTEACHER PERSON SPECIFICATION

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
Substantial successful senior leadership experience in primary phase schools	E	A/R
Experience of appraising the work of others	D	A/I
Experience of working with governors	D	A
PROFESSIONAL KNOWLEDGE & UNDERSTANDING (examples)		
Up to date knowledge of the primary and/or early years curriculum	E	A/R/I
Wide knowledge of effective teaching methods and strategies	E	
Up to date knowledge of assessment and tracking	D	
Understanding of school improvement strategies	E	
Knowledge of current educational legislation and initiatives	D	
Knowledge of equal opportunities and commitment to their pursuit	E	

PROFESSIONAL COMPETENCIES (examples)		
The ability to think strategically and plan for the future	E	A/R/I
The ability to drive and manage change efficiently	D	
The ability to establish appropriate priorities for spending and effectively manage and monitor the school budget	E	
The ability to maintain and work within policies and procedures	D	
A competent user of IT	D	
A commitment to setting high expectations and the ability to challenge underperformance	E	
A commitment to ensuring inclusion, addressing diversity and access	E	
The ability to motivate and manage members of staff with different skills and experience and to delegate appropriately	E	
Good communication skills: - <ul style="list-style-type: none"> • the ability to present orally with clarity and authority • the ability to write effectively 	E	
The ability to take clear decisions	E	
The ability to establish and maintain effective relationships with parents, carers and other agencies or individuals with a connection to the school	E	
The ability to form and maintain appropriate relationships and personal boundaries with pupils in the school	E	
The ability to collaborate and network with others beyond the school in order to build and maintain a learning community	E	
The ability to delegate effectively and ensure accountability	E	
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 with a Children's Barred List check (if not already employed by the local authority)	E	Post Appointment
PERSONAL ATTRIBUTES		
To be adaptable and resilient	E	I
To be efficient and able to complete tasks on time	E	
To be able to create effective working relationships with all staff, governors and parents/carers	E	
REFERENCES		
The candidate will have appropriate references recommending for the post	E	R
SPECIFIC REQUIREMENTS (Eg: Small school / Large school / special characteristics)		
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