

Hartwell Primary School

Person Specification – Headteacher



Governors are looking for as many of the skills and abilities as outlined in the National Standards for Headteachers as is possible. The following key elements are of particular importance:

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	EVIDENCE
Education and Qualifications	<p>QTS</p> <p>Relevant continuing professional development in teaching and school leadership</p> <p>Up to date safeguarding training</p>	<p>NPQH</p> <p>Designated safeguarding lead</p> <p>Safer recruitment training</p>	Application
Experience and Knowledge	<p>Experience in a primary senior leadership role.</p> <p>Good/outstanding classroom practice and innovative curriculum development</p> <p>Involvement in school improvement planning: creation, implementation, monitoring and evaluation</p> <p>Experience of leading the curriculum and staff CPD</p> <p>Experience of using ICT effectively for school management, curriculum development and impacting on pupil progress</p> <p>Effective track record of people management to achieve educational goals.</p> <p>In depth knowledge of primary curriculum delivery, monitoring and assessment.</p> <p>Experience of successfully initiating, implementing and evaluating change and development.</p> <p>Successful track record of setting high standards and delivering excellence across the school.</p>	<p>Proven successful management experience as Headteacher or Acting-Headship whilst a Deputy Headteacher.</p> <p>Management experience of inclusion and SEN provision in a relevant school setting</p> <p>Effective track record in financial management to achieve educational goals</p>	Application

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	EVIDENCE
Abilities and Skills	<p>Committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.</p> <p>Motivational and inspiring team player.</p> <p>Ability to continue the school's current inclusive and nurturing ethos and culture and build upon this into the future.</p> <p>Understanding of current educational legislation and its impact on schools and their wider communities.</p> <p>Ability to build and maintain effective relationships with all stakeholders in order achieve school targets/objectives.</p> <p>Ability to recognise and develop the skills and potential of others.</p> <p>Ability to prioritise competing demands as well as adapt and respond to change.</p>		<p>Application and interview</p>
Personal Qualities (as defined by the children at Hartwell Primary School)	<p>The Head Teacher needs to have excellent:</p> <ul style="list-style-type: none"> • Listening skills • Communication skills • Interpersonal skills • Leadership skills <p>In addition, they need to:</p> <ul style="list-style-type: none"> • Have a vision for the school's future • Have enthusiasm and passion for learning • Be honest and reliable • Be fun! 		<p>Interview</p>