

## Lea Nursery School

### Person Specification: Headteacher



Competency		Description	Essential / Desirable
<b>Qualifications and Education</b>	1.1	Qualified Teacher.	Essential
	1.2	Successful leadership and management experience in a school	Essential
	1.3	At least 5 years teaching experience	Essential
	1.4	National Professional Qualification for Headship	Desirable
	1.5	Successfully undertaken extended professional study	Essential
	1.6	Recent attendance at a variety of INSET courses.	Essential
<b>Qualities, Knowledge and Skills</b>	2.1	Holds and articulates clear values focused on providing excellent education and care to children	Essential
	2.2	Demonstrates moral purpose and leads by example	Essential
	2.3	Ability to communicate a vision and inspire others	Essential
	2.4	Ability to build effective working relationships	Essential
	2.5	Works with political and financial astuteness centred on the school's vision	Essential
	2.6	Experience of providing specialist support to staff	Essential
	2.7	Experience of working in a multi-cultural setting	Desirable
	2.8	Thorough knowledge of early years' education	Essential
	2.9	Effective communication and interpersonal skills	Essential
	1.10	Ability to work under pressure and prioritise effectively	Essential
	1.11	Commitment to maintaining confidentiality at all times	Essential
<b>Children and staff</b>	4:1	Demands ambitious standards for all children, overcoming disadvantage and advancing equality for children's outcomes	Essential
	4:2	Holds all staff to account for their professional conduct and practice	Essential
<b>Systems and Process</b>	5.1	Ensures the school systems, organisation and processes are efficient and fit for purpose	Essential
	5.2	Upholds the principles of transparency and integrity	Essential
	5.3	Provides a safe environment, safeguarding all children and staff	Essential
	5.4	Establishes rigorous performance management systems addressing any underperformance promptly	Essential
	5.5	Actively supports the governing body in holding the headteacher to account	Essential
	5.6	I.T. literate, able to use Word, Excel and other basic programs.	Essential

<b>Financial Management</b>	6.1	Accountable to the governing body for managing the annual budget allocated by the local authority by: Working closely with the Office Manager: Monitoring the budget and taking rapid action to address any imbalance	Essential
<b>Self-improving school system</b>	7.1	Develops effective relationships with other professionals to improve outcomes for young children	Essential
	7.2	Involvement in school self-evaluation and development planning	Essential
	7.3	Demonstrable experience of successful line management and staff development	Essential
<b>Participating in audits</b>	8.1	Alongside relevant staff, prepares for financial, health & safety audits	Essential
<b>Equal Opportunities</b>	9.1	Understands and commits to the School's Equal Opportunities Policy.	Essential