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| **PERSON SPECIFICATION**  **Key:**  **App** – Application Form  **Ref** – Reference  **SP** – Selection process.  This could include a range of assessment exercises, and a more formal interview. | | | |
| **Knowledge, Experience and Skills** | | | |
|  | | Essential/  Desirable | How identified |
| ***Strategic Leadership*** | |  |  |
| Experience of leadership roles | | E | App/SP |
| Ability to build effective relationships with staff, parents, governors and external stakeholders | | E | App/SP |
| Implements the schools vision and values | | E | App/SP |
| Prioritises learning outcomes in all strategic decision making | | E | App/SP |
| Ability to make and implement difficult decisions | | E | App/SP |
| Implements a strategic plan across the whole school, identifying priorities and evaluating the impact | | E | App/SP |
| Works with and motivates teams and individuals to implement changes across the school | | E | App/SP |
| Awareness of the Leeds City and nationwide educational improvement agenda and other statutory changes in Education | | E | App/SP |
| Understanding of entrepreneurial and innovative approaches to influence and drive forward school improvement | | D | App/SP |
| ***Educational Excellence*** | |  |  |
| Implementation of strategies which secure high standards of teaching and learning | | E | App/SP |
| Experience of curriculum innovation and development that has resulted in raised standards | | E | App/SP |
| In depth knowledge of the use of data to monitor pupil progress | | E | App/SP |
| Effective use of assessment tools to monitor teaching and learning | | E | App/SP |
| Ability to identify excellent classroom practice to enable teachers to improve, through effective feedback | | E | App/SP |
| Regularly reviews own practice and continually participates in quality CPD | | E | App/SP |
| A proven ability to motivate, lead and interact with staff, pupils and parents/carers. | | E | App/SP |
| ***Operational Management*** | |  |  |
| Recruits, develops, retains and manages a range of school staff | | E | App/SP |
| Ability to deploy effectively staff and resources | | E |  |
| Ensures effective performance management systems are in place and manage capability | | E | App/SP |
| Ability to distribute work effectively | | E | App/SP |
| Uses CPD to motivate, enthuse and develop all staff | | E | App/SP |
| Effective use of robust and transparent effective interventions to ensure pupils maintain good progress | | E | App/SP |
| Understanding of the main aspects of managing a school budget | | E | App/SP |
| Financial management of school budgets | | D | App/SP |
| Manages the school’s environment in line with health and safety regulations | | E | App/SP |
| Implements changes to staffing structures | | D | App/SP |
| Develops appropriate school development plans | | D | App/SP |
| ***Securing accountability*** | |  |  |
| Holds people to account for conduct and practice | | E | App/SP |
| Works effectively with the governing body to ensure both parties fulfil statutory duties | | E | App/SP |
| Provides performance data to parents, governors and school improvement officers | | E | App/SP |
| Develops appropriate school policies and procedures | | E | App/SP |
| Builds relationships and promotes the schools reputation with community groups, outside agencies and other schools which create innovative learning experiences for pupils and drive improvement in standards | | E | App/SP |
| Works with parents and carers to improve pupil achievement | | E | App/SP |
| In depth knowledge of relevant performance data and the ability to use it to drive school improvement | | E | App/SP |
| ***Safeguarding*** | |  |  |
| Can demonstrate knowledge of, and the ability to implement and adhere to, effective policies and procedures | | E | App/SP |
| Ability to deal with sensitive issues in a supportive and effective manner | | E | App/SP |
| Experience in strategies to manage behaviour | | E | App/SP |
| Has experience of a multi-agency team approach | | D | App/SP |
| **Qualifications and training** | | | |
| Qualified Teacher Status or other educational qualification | | E | App/SP |
| A degree or management qualification | | E | App/SP |
| NPQH | | D | App/SP |
| NCSL/CWDC Safer recruitment certificate  (Required within the first year of Headship) | | D | App/SP |
| **Personal qualities and attributes** | | | |
| Moral purpose (Equality, diversity and inclusion, children and adults treated with respect) | | E | SP |
| Excellent communicator (Listening, putting a message across) | | E | SP |
| Child centred | | E | SP |
| Resilient | E | | SP |
| Integrity | E | | SP |
| Self-motivated and able to coach, mentor and motivate others | E | | SP |
| Enjoys challenge | E | | SP |
| Works to deadlines | E | | SP |
| Enthusiastic and optimistic | E | | SP |
| Excellent problem solving/analytical skills | E | | SP |
| Emotional confidence (knowledge of strengths and areas of developments) | E | | SP |
| Conceptual thinking (identify patterns between potentially unrelated concepts) | D | | SP |