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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 |