

Headteacher Person Specification

Assessed from: 1= Written Application, 2= Interview/Tests, 3= Documentary evidence

Appointment Criteria	Essential / Desirable	Assessed from
Qualifications and Training:		
Qualified Teacher Status	E	1,3
National Professional Qualification of Headship (NPQH)	D	1,3
Further qualification in a related area e.g. SLE, MEd, MA, MBA	D	1,3
Experience:		
Substantial and successful experience in a senior leadership role	E	1,3
Evidence of managing or making a substantial contribution to the effective management of change	E	1,2,3
Evidence of successful implementation of strategies to improve teaching and learning to raise the standards of achievement for all pupils	E	1,2,3
Evidence of effective teaching, assessment and target setting	E	1,2
Evidence of successful improvement planning across all sectors of the school	E	1,2
Evidence of working with parents and the community as partners in learning	E	1,2
Evidence of working with pupils across the primary age range	E	1,2
Experience of working in collaboration with other schools to realise improvement and raise standards	E	1,2
Experience of working effectively and in partnership with governors	E	1,2
Knowledge and understanding of:		
Developing systems for school self-evaluation, effective monitoring and inspection	E	1,2
Developing and implementing strategies for school improvement, including data analysis, target setting and strategies for improving the quality of teaching and learning for all pupils	E	1,2
Strategies to motivate and engage pupils to maximise learning opportunities and outcomes	E	1,2
Performance management, performance related pay and managing effective professional development	E	1,2
Effective use of ICT to support learning and teaching	E	1,2
How to promote inclusion and implement equal opportunities for all	E	1,2
Management of pupils' behaviour and attitudes to learning and the ability to put this into practice	E	1,2
Ability to work in partnership with other schools in order to meet pupils' needs	E	1,2
Engaging parents/carers in their children's learning and the work of the school	E	1,2
Strategic curriculum development	E	1,2
Leadership skills		
Evidence that shows candidates can:		
Demonstrate evidence of outstanding successful teaching	E	1,3

Create and secure commitment to a convincing vision for the school in line with that of Orwell MAT	E	2
Build good practice by supporting and developing effective teamwork across the whole school community	E	1,2
Initiate and manage change and improvement in pursuit of higher standards and strategic objectives	E	1,2
Prioritise, plan and organise their own work; direct, coordinate and provide professional direction to the work of others	E	1,2
Delegate tasks and responsibilities as appropriate. Empower others to carry vision forward	E	1,2
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Provide an inspiring role model for pupils and staff, creating an environment where all can thrive	E	1,2
Manage and motivate staff, in a happy and supportive working environment, to achieve the highest standards in all aspects of school life within the resources available	E	1,2
Lead the safeguarding of pupils ensuring their welfare is prioritised	E	2
Willingness to play a senior role in the multi-academy trust, contributing to school improvement and development across all Trust schools	E	2
Demonstrate a willingness and ability to engage in wider system development	E	2
Communication and Problem Solving		
Evidence that shows candidates can:		
Think creatively and imaginatively to anticipate and solve problems and identify opportunities for the school	E	2
Use numerical and financial data with confidence and use it to make decisions based upon analysis and interpretation	E	2
Demonstrate reasoned judgement in difficult circumstances	E	1,2
Deal sensitively with people with very different and demanding expectations, demonstrating an ability to avert and resolve conflict	E	1,2
Communicate, negotiate and secure cooperation of a wide range of people	E	1,2
Create a climate of open communication where people feel able to express opinion and know their views will be respected	E	1,2
Demonstrate an understanding of, and lead the school's role in a self-improving school system	E	1,2
Demonstrate an understanding of, and lead the school's role in the community	E	2
Develop, maintain and use an effective network of contacts across all agencies and communities with whom the school interacts	E	1,2,3
Personal Effectiveness		
Evidence that shows candidates can:		
Prioritise and manage time appropriately, able to work under pressure and to deadlines	E	1,2,3
Continue to demonstrate effective performance against the job description when under pressure and/or in challenging circumstances	E	1,2,3
Be self motivating and achieve challenging professional goals	E	1,3

Take full responsibility for own professional development	E	1,2,3
Create a strong, positive personal impact, conveying authority, confidence, approachability, warmth and humour	E	1,2,3
Demonstrate flexibility and an ability to adapt to changing circumstances and new ideas	E	2,3
Demonstrate enthusiasm for, and commitment to, the role; along with reliability, integrity and a passion for education	E	1,2,3