



Overstone Primary School: Headteacher Person Specification

The following outlines the skills and experience we are looking for in the Headteacher of Overstone Primary School and our selection decision will be based on the criteria detailed within this document. The selection panel will assess each candidate against the criteria, expecting candidates to demonstrate knowledge and understanding of each area and show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the School context.

	Criteria	Assessment A- Application I- Interview Process	Essential	Desirable
Attainment, Professional Qualifications and Experience				
1.	Qualified Teacher Status (QTS)	A	✓	
2.	National Professional Qualifications for Headteachers	A		✓
3.	Senior Leadership experience as a Headteacher, Assistant Headteacher or Deputy Headteacher at primary school level	A	✓	
4.	Able to provide evidence of continuous professional development	A, I	✓	
Management of Pupils' Attainment and Progress				
5.	Evidence of raising standards that have impacted positively on pupil attainment and teaching and learning	A, I	✓	
6.	Significant experience in evaluating and using data to plan and improve pupil performance	I		✓
7.	Demonstrates understanding of the management of behaviour and attendance	A, I	✓	
Management of Staff				
8.	A commitment to valuing, supporting and encouraging the professional development of all staff members	A, I	✓	
9.	Evidence of building and nurturing a strong, positive and collaborative team culture that enables all staff to carry out their respective roles to the highest standard and for all staff to work effectively together to deliver School improvement	A, I	✓	
10.	The ability to think strategically and take the leading role to develop, build on and communicate a shared vision and strategic plan which inspires and motivates the whole School community.	A, I	✓	
11.	The ability to foster an open, transparent and equitable culture and deal effectively	I		✓

	with difficult conversations and conflict at every level			
12.	A clear understanding of and commitment to promoting and safeguarding the welfare of children	A, I	✓	
Management of the Curriculum				
13.	An in depth of knowledge of the National Curriculum and sound experience of curriculum delivery, monitoring and assessment	A, I	✓	
14.	Proven ability to lead curriculum design and management	I		✓
15.	A clear understanding of what makes good and outstanding teaching and the ability to develop a culture where striving for outstanding teaching and learning is central to the School's work	I		✓
Financial Management				
16.	Strong financial planning and management skills, with experience of making effective use of resources including Pupil Premium and Sports Premium funding	A, I		✓
Management of Resources & Premises				
17.	The ability to manage resources and School premises within the budget allocated to the same and to get value for money in respect of all outgoings	A, I	✓	
18.	A commitment to a holistic, long term approach to managing resources and premises having regard to environmental issues	A, I	✓	
Management of the School within the Community				
19.	A commitment to building and maintaining effective and positive relationships with parents, carers, Governors, the wider community and other Schools	A, I	✓	
20.	Excellent communication skills and proven ability to listen to, understand and work effectively with all children, staff, Governors and parents	A, I	✓	
21.	The ability to always embody the School ethos in exercising the Headteacher role and to share the School's vision with the community	A, I	✓	
22.	Knowledge of the wider community beyond the School and the opportunities and issues it provides for pupils and the School community	A, I		✓

Governance and Strategic Function			
23.	The appetite to work with an active and supportive Governing Body in the development of the School	I	✓
24.	Evidence of successfully implementing, managing and evaluating change in a collaborative and sensitive way		✓
25.	Proven ability to understand and discuss local, national and global trends in Education	I	✓
26.	Understanding of the legal issues relating to managing a School including equality, discrimination, human rights and employment legislation.	A, I	✓