

Person Specification / Selection Criteria for the Post of Headteacher at Phoenix Primary School

<i>New Headteacher Job Description</i>	
Position:	Head Teacher at Phoenix Primary School
Pay Range:	L15 – L21
Responsible to:	Governing Body

Listed below are the personal attributes required to fulfil the duties listed in the Job Description.

Key: **A – Application Form** **I – Interview** **CC – Checking Certificates**

Note: *Candidates failing to meet any of the essential criteria will not be shortlisted for the next stage of the recruitment process (decide whether or not governors will offer feedback).*

<i>(A) Qualifications</i>	<i>Essential</i>	<i>Desirable</i>	<i>Assessment</i>
Qualified teacher status	E		A, CC
Degree or equivalent qualification	E		A, CC

<i>(B) Professional Development</i>	<i>Essential</i>	<i>Desirable</i>	<i>Assessment</i>
Evidence of appropriate professional development for the role of headteacher.	E		A, I
Has successfully undertaken child protection training.	E		A
Has successfully undertaken appropriate training for the role of Designated Safeguarding Lead or has a commitment to do so within twelve months of taking up post.	E		A, I
Has successfully undertaken the Secretary of State's Safer Recruitment Training or has a commitment to do so before taking up post or within twelve months of taking up post.	E		A, I, CC

<i>(C) School leadership and management experience</i>	<i>Essential</i>	<i>Desirable</i>	<i>Assessment</i>
Recent significant and successful leadership as a Headteacher, Deputy Headteacher, Head of School or Assistant Headteacher.	E		A, I
Ability to articulate a clear vision for the school and its future development	E		A, I
Aptitude to think strategically and plan for Educational/social improvement and personal development	E		A, I
Involvement in school self-evaluation, development planning and driving priorities forward	E		A, I
Experience of curriculum leadership and development	E		A, I
Proven experience of reviewing, evaluating and improving teaching and learning to raise standards which have positively impacted on outcomes for all children including those with SEND	E		A, I
Have an awareness of the financial management of a school and the need for financial accountability	E		A, I
Knowledge and understanding of strategic financial planning, particularly in relation to their contribution to school improvement and pupil achievement		D	A, I
Had responsibility for policy development and implementation	E		A, I
Have an up to date knowledge and understanding of key legislation particularly in relation to working with and protection of children	E		A, I
Demonstrate a good understanding of current national and local educational policy and strategy	E		A, I
Experience of leading effective staff development across Nursery/Primary/Secondary/Special (e.g. coaching, mentoring, INSET for staff)	E		A, I
Evidence of working effectively with a Governing Body		D	A, I
The ability to provide advice and support to the Governing Board to enable it to meet its responsibilities	E		A, I
Demonstrate a clear understanding of appropriate/inappropriate behaviour and a proven track record of the effective implementation of a range of behaviour management strategies	E		A, I
Proven experience of working with and engaging positively with parents to promote the caring family/ community culture and ethos of the school	E		A, I

<i>(D) Experience and knowledge of teaching</i>	<i>Essential</i>	<i>Desirable</i>	<i>Assessment</i>
Successful experience of teaching children	E		A, I
A current knowledge and understanding of all key stages represented in the school.	E		A, I
Experience of providing professional challenge and support through Performance Management		D	A, I
Experienced in the effective use of assessment information to improve pupil learning to monitor and raise standards	E		A, I

<i>(E) Professional and personal attributes</i>	<i>Essential</i>	<i>Desirable</i>	<i>Assessment</i>
Excellent written and oral communication skills (which will be assessed at all stages of the process)	E		A, I
Uphold and demonstrate the Seven Principles of Public Life at all times	E		I
Ability to develop, promote and enhance professional relationships with staff	E		A
Commitment to the mental health and wellbeing of staff, pupils and their families	E		I
A working knowledge of a variety of digital platforms and systems for both management and communication	E		A, I
Be a leader of learning, demonstrating, promoting and encouraging outstanding classroom practice	E		A, I
A committed willingness to engage with all stakeholders	E		A, I
Knowledge and understanding of how electronic technology can enhance the role of a Headteacher	E		I

(F) Professional skills based on the Headteachers' Standards 2020

The Headteacher is expected to have a good knowledge of the Headteachers' Standards 2020 upon which the job description is based and be willing to work towards the achievement of these standards.

In addition, the Headteacher will be expected to work with the governors to set annual personal objectives within the framework of these standards:

- School Culture
- Teaching
- Curriculum and Assessment
- Behaviour
- Additional and Special Educational Needs and Disabilities
- Professional Development
- Organisational Management
- Continuous School Improvement
- Working in Partnership
- Governance and Accountability

