Pikes Lane Primary School
Gibraltar Street, Bolton BL3 5HU
Tel: 01204 333633
Email: office@pikes-lane.bolton.sch.uk
www.pikeslaneprimaryschool.co.uk

Executive Headteacher: Mr K Naughton
Deputy Headteacher: Miss N Wiggans
Chair of Governors: Mr S Atcha MBE, DL

Person Specification/ Selection Criteria for Head Teacher at Pikes Lane Primary School

The applicant will be required to safeguard and promote the welfare of children and young people.

***Note**: Candidates failing to meet any of the essential criteria will automatically be excluded*
(Source key: A = Application, I = Interview, R = Reference, AC = Assessment Centre)

[A] Qualifications

Qualification requirements	Essential	Desirable	Source
Qualified teacher status	E		A
Degree or equivalent	E		A
NPQH		D	A

[B] Professional Development

Evidence of regular, recent and appropriate professional development for the role of Head Teacher	E		A
Has successfully undertaken the Secretary of State's (NCSL, CWDC or local authority) approved "safer recruitment" training or has a commitment to do so within 12 months of taking up post	E		A
Has successfully undertaken appropriate Designated Senior Person training	E		A

[C] School leadership and management experience

Successful leadership as a Head Teacher		D	AIR
Recent successful leadership as a Deputy Head Teacher	E		AIR
Demonstrate an understanding of the role of the Governing Board	E		AIR
To have taken an active involvement in school self evaluation and development planning	E		AIR
To have implemented and developed a whole school initiative	E		AIR
An active involvement in financial management of a primary school.		D	AIR
Knowledge and understanding of strategic financial planning and budgetary management in relation to their contribution to school improvement and pupil achievement	E		AIR
To have had responsibility for policy development and implementation	E		AIR
To have had experience of and ability to contribute to staff development across the primary range. (E.g. coaching, mentoring, INSET for staff)	E		AIR

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[D] Experience and knowledge of teaching

Experience of teaching in more than one school		D	AIR
Significant, successful teaching experience within the primary phase	E		AIR
To have a working and current knowledge and understanding of all 3 Key Stages in the primary phase	E		AIR
To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	E		AIR/AC
To be able to exemplify how the needs of all pupils have been met through the highest quality teaching and learning	E		AIR

[E] Professional Attributes

Demonstrate an understanding, awareness and empathy for the needs of the pupils at Pikes Lane Primary School and how these could be met	E		AIR
Able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies	E		AIR
Excellent written and verbal communication skills (which will be assessed at all stages of the process)	E		AIR/AC
To be an inspiring leader of learning demonstrating, promoting and encouraging outstanding classroom practice	E		AIR
Show a good commitment to sustained attendance at work	E		AIR
Show a commitment to advancing equality and inclusion within the school and wider community	E		AIR

[F] Professional Skills

(Based on the National Head Teacher Standards 2020).

The Head Teacher is expected to address the National Head Teacher Standards (2020). ***Candidates are therefore asked to structure their Supporting Statement under the following Domain headings :***

- **Culture and Ethos**
- **Curriculum and Teaching**
- **Organisational effectiveness including Governance and Accountability**

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[G] Personal Qualities

All of the following personal qualities are considered to be essential for this post and will be assessed through interview/reference and assessment centre tasks

Continue to promote strong educational philosophy and values at Pikes Lane Primary School
Inspire, challenge, motivate and empower teams and individuals to achieve high goals
Be a positive role model at all times, a highly effective and respected representative of Pikes Lane Primary School
Be approachable, person centred
Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people and staff
Build and maintain quality relationships through interpersonal skills and effective communication with parents and carers and the whole school community
Demonstrate personal and professional integrity, including modelling values and vision
Inspire trust and confidence across the school and community
Prioritise, plan and organise themselves and others
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others
Demonstrate a capacity to work with energy and vigour

[H] Confidential References and Reports

Positive recommendation from all referees, including current employer	**E**
A supportive reference from the Local Authority, if possible, or a further supportive professional reference	**E**

[I] Application Form and Supporting Statement

The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post, following the guidance outlined in section F above.

The supporting statement to be no more than 3 sides of A4, Arial point 11.

Safeguarding Displays a commitment to the protection and safeguarding of children and young people Has up-to-date knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of, children and young people	**AIR**
Promoting Equality and Diversity Understand how knowledge of our diverse communities can help us to deliver effective services and reduce disadvantage in the borough. Listen to contributions made to service development without prejudice. Challenge behaviours and processes which do not support the council's work to eliminate discrimination; advance equality of opportunity; and foster good	**AIR**

relations, while being prepared to accept feedback about own behaviour.	
Customer Care Listen and respond to children/young people needs, seek out innovative ways of consulting and engaging them. Network with others to develop services for the benefit of the children/young people	**AIR**
Developing Self and Others Coach and mentor others. Be willing to share learning and encourage others to do the same. Listen to others and respond to their needs. Apply a range of development activities to develop and train staff. Endorse the principles of Investor in People. Strives for improvement and take responsibility for own development. Be self-confident and lead by example	**AIR**