

**HEADTEACHER PERSON SPECIFICATION**

The Person Specification is used by the selection panel to identify the attributes a successful candidate will need to bring to the post.

Those marked **E** are essential and must be met in order for a candidate to be shortlisted for interview or appointed to the post.

Those marked **D** are desirable and will strengthen a candidate's likelihood of being invited to interview or appointed to the post.

All other abilities and aptitudes will be judged 'by degree' from the application form, references, task, presentation and interview activities to guide the selection panel in appointing a candidate who is personally and professionally suited to successfully filling this post.

A = application form/cover letter    R=Reference    T=Task    P=Presentation    I=Interview

Candidates should ensure that they will satisfy the essential elements before applying, and ensure that they construct their letter of application to include the areas requested in the details sent to potential candidates.

	CATEGORY	EVIDENCE
<b>QUALIFICATIONS</b>		
Qualified Teacher Status	<b>E</b>	A
NPQH	<b>D</b>	A
Recent CPD relevant to the post	<b>E</b>	A
Other professional qualifications	<b>D</b>	A
<b>EXPERIENCE</b>		
Substantial, successful teaching experience in the primary phase	<b>E</b>	A/R
Experience in more than one school	<b>D</b>	A
Substantial, successful senior leadership experience in primary phase schools	<b>E</b>	A/R
Experience of appraising the work of others	<b>E</b>	A/T/I
Experience of working with governors	<b>E</b>	A/T/I

# RANSKILL PRIMARY HEADTEACHER APPLICATION

	CATEGORY	EVIDENCE
<b>PROFESSIONAL KNOWLEDGE, SKILLS AND UNDERSTANDING</b>		
Up to date knowledge of primary education	E	A/R/T/I
Knowledge and experience of school self-evaluation	E	A/R/T/I
Up to date knowledge of assessment and tracking	E	A/R/T
Understanding of school improvement strategies	E	A/R/T/P/I
Knowledge of current educational legislation and initiatives	E	A/R/I
Knowledge of equal opportunities and commitment to their pursuit	E	A/R/I
Wide knowledge of effective teaching methods and strategies	E	A/R/T/P
Highly developed skills in analysing and interpreting performance data	E	T
Ability to scan the educational landscape and prepare for the future	E	A/I
Highly developed skills in budget management	D	A/R/I
<b>LEADERSHIP &amp; MANAGEMENT</b>		
Demonstrates the qualities needed to be an inspirational leader with a clear vision for the school	E	A/I
Commitment to work pro-actively with governors and staff	E	A/T/I
Ability to make and support difficult decisions	E	I/T
Ability to promote high expectations of children and staff	E	A/I
<b>PROFESSIONAL COMPETENCIES</b>		
Ability to think strategically, plan for the future and form a vision	E	A/R/T/P/I
Ability to drive and manage change efficiently		
Ability to establish appropriate priorities for spending and effectively manage and monitor the school budget		
Ability to maintain and work within policies and procedures		
Competent user of IT and electronic data systems		
Commitment to setting high expectations and ability to challenge underperformance		
Commitment to ensuring inclusion, addressing diversity and access		
Ability to motivate and manage members of staff with different skills and experience and to delegate appropriately		
Good communication skills, with an ability to present with clarity and authority orally and to write effectively		
Ability to take clear decisions		
Ability to establish and maintain effective relationships with parents, carers and other agencies with a connection to the school		
Ability to collaborate and network with others beyond the school in order to build and maintain a learning community		

# RANSKILL PRIMARY HEADTEACHER APPLICATION

	CATEGORY	EVIDENCE
<b>COMMUNITY</b>		
Evidence of collaborating with other schools and educational providers	E	A/R
Evidence of welcoming parents and the wider community into school and valuing their input	E	A/R
<b>SAFEGUARDING</b>		
Evidence of up to date safeguarding training	E	A
Knowledge of the responsibilities in managing safeguarding matters	E	I
Understanding of the school's role in keeping pupils and staff safe	E	A/I
Enhanced DBS check	E	Post Appointment
<b>PERSONAL ATTRIBUTES</b>		
A passion for creating a rich, opportunity led, curriculum and environment where children develop a love of learning	E	T/P/I
Ability to prioritise		
Adaptable and resilient		
Efficient and able to complete tasks on time		
Able to create effective working relationships with all staff, governors and parents / carers		
Self-aware, reflective and forward thinking		
Approachable		
<b>REFERENCES</b>		
The candidate will have appropriate references recommending for the post	E	R
<b>SPECIFIC REQUIREMENTS</b>		
The ability to present professionally and manage tasks and an interview with confidence, authority and conviction	E	T/P/I
The ability to put the spiritual, moral, social and cultural (SMSC) development of pupils at the heart of school life	E	A/T/I