



ST GILES CHURCH OF ENGLAND PRIMARY SCHOOL
PERSON SPECIFICATION FOR THE ROLE OF HEADTEACHER
FEBRUARY 2023

1 Qualifications and training	Essential/ Desirable
1.1 Qualified teacher status	E
1.2 National professional qualification for head teachers (NPQH)	D
1.3 Degree	E
1.4 Relevant postgraduate qualification e.g. MA, Grad Dip etc	D
1.5 Up to date safeguarding training e.g. DSL and safer recruitment training	E
1.6 Appropriate professional development related to school leadership, curriculum and learning	E

2 Experience	Essential/ Desirable
2.1 Previous leadership experience with at least 3 years in a leadership role	E
2.2 Teaching experience in a range of contexts for at least 10 years	E
2.3 Experience of teaching across EYFS, KS1 and KS2	D
2.4 Experience in the use and development of all forms of pupil assessment including monitoring, tracking and data analysis so that effective targets can be set to monitor pupil progress and raise standards	E
2.5 Demonstrable experience of successful management of staff, staff development and succession planning	D
2.6 Experience of successfully working in partnership with parents, carers, the wider community, the local authority, the diocese (where appropriate) and others	E

3 Professional knowledge	Essential/ Desirable
3.1 Previous experience of being a DSL or refined knowledge of the role and responsibilities. Up to date knowledge of Keeping Children Safe in Education and ability to develop a whole school culture around safeguarding	E
3.2 Understanding of evidence-informed curriculum design to meet the needs of all learners and the ability to lead this across the whole school	E
3.3 Wide and current knowledge of the national agenda for schools, particularly with regard to school funding and the latest Ofsted framework	E
3.4 Ability to provide high quality information to governors, including school performance data, so that governors are effective in providing support and challenge to the headteacher	E
3.5 Knowledge of how to work effectively with parents, carers and others to meet the needs of all pupils including those with SEND	E

3.6 Knowledge of statutory duties and regulatory framework and a commitment to keep this knowledge up to date	E
3.7 Ability to fully support, maintain and build on the strong inclusive Christian ethos and values of the school and close links to the Parish Church	E
3.8 Knowledge and understanding of the SEND code of practice	E
3.9 A sound knowledge of school finances and financial management	D

4 Professional skills	Essential/ Desirable
4.1 Ability to develop and communicate the school's vision and values and to inspire all pupils and staff to excel	E
4.2 Demonstrate the ability to lead the construction of an effective school development plan	E
4.3 Ability to develop, implement and evaluate the school's policies, practices and procedures	E
4.4 Understanding of high-quality teaching and assessment based on evidence and the ability to model this for others and support others to improve.	E
4.5 Appreciation and understanding of data analysis and the ability to use data to set targets and identify areas for development	E
4.6 Understanding of how to implement robust strategies to maximise pupils' potential through good attendance	E
4.7 Financial acuity	D

5 Leadership and management	Essential/ Desirable
5.1 Effective whole school curriculum lead	E
5.2 Demonstrable understanding of whole school management and leadership issues	E
5.3 Experience of leading or participating in whole school strategic improvement	D
5.4 Ability to think strategically and demonstrate leadership qualities and people management skills	E
5.5 Experience or understanding of risk management	D
5.6 Ability to lead in a crisis	E
5.7 Ability to take difficult decisions and convey outcomes clearly and sensitively	E
5.8 Willingness to lead by example and ability to inspire others to perform to the best of their abilities	E
5.9 Ability to recognise when delegation of certain duties is necessary and appropriate	E

6 Personal qualities	Essential/ Desirable
6.1 A passion for working with children in a school environment, an enthusiasm for teaching and learning and an ability to motivate pupils and staff	E
6.2 A commitment to achieving ambitious outcomes for all pupils and the school overall	E

6.3 A commitment to promoting the ethos, vision and values of the school	E
6.4 Proven ability and commitment to build, lead and monitor effective performance management and develop the full potential of all staff	E
6.5 Excellent communicator with proven effective listening, interpersonal and negotiating skills that can inspire, motivate and support a range of audiences	E
6.6 Ability to recognise and manage own and others' work life balance and a willingness to ask for advice and support where needed	E
6.7 Proven ability to work calmly under pressure and prioritise effectively	E
6.8 Commitment to maintain confidentiality at all times	E
6.9 Absolute commitment to safeguarding and the wellbeing of all in the school community with equality of opportunity for all and adherence to the Seven Principles of Public Life	E
6.10 Proven ability to be adaptable and open to new ideas and set high expectations	D
6.11 A can-do attitude with a firm but fair approach to leadership	D

6 Christian distinctiveness	Essential/ Desirable
6.1 Commitment to providing an inclusive Christian environment and ensure this continues to be embedded throughout the school	E
6.2 Uphold Christian values and promote these values whilst at school	E
6.3 Ability to lead the Christian distinctiveness of the school as outlined in the Church of England Vision for Education in order to meet all aspects of the SIAMS schedule	E
6.4 Be a committed Christian, who is an active member of a church belonging to Churches Together in Britain and Ireland or the Evangelical Alliance	D