



# St Matthew's CE (Aided) Primary School and Nursery Centre

**Headteacher** Mrs K. Clark B Ed (Hons)

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**Deputy Headteacher/SENCO** Mrs R. Wilson B Ed (Hons)

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**Assistant Head** Miss L. Wilson BA (Hons)

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**Assistant Head/Nursery Leader** Mrs S. Vaughan BA (Hons)

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**School Business Manager/Head's PA**

Miss Jayne O'Connell

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**School Administrative Officers**

Miss Jessica Fenn – [Jessica.Fenn@taw.org.uk](mailto:Jessica.Fenn@taw.org.uk)

**Chair of Governors** Mrs A. Hill

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## Headteacher Person Specification January 2023

### Qualifications and Experience

#### Essential:

- Qualified to degree level or equivalent.
- Qualified to Teacher Status.
- Experience of Headship / Deputy Headship.

#### Desirable:

- Experience of effective senior leadership of SIAMS within a Primary Church of England school
- NPQH qualification or other leadership qualification.
- Experience of working in at least two primary schools.
- Qualified in Safer Recruitment & Child Protection.

### Knowledge and Skills

#### Essential:

- A deep understanding and experience of what constitutes quality in primary provision, the characteristics of effective schools, and strategies for raising standards and the achievement of all pupils, whether they have Special Educational Needs and Disability (SEND) or are classified Pupil Premium.
- A track record of excellent primary classroom practice and innovative curriculum development with examples of self-led initiatives
- Evidence of successfully leading and motivating staff, and effectively carrying out performance management and staff professional development.

#### Understanding and experience of:

- the primary curriculum and how to deliver a rich, balanced, ambitious and coherent curriculum for all pupils
- the principles and practice involved in embedding assessment for learning across a school and how to use assessment data to support individual progression and impact on raising standards
- current educational legislation and its impact on schools and their wider communities
- personnel issues and appropriate procedures
- budgetary management
- safeguarding policies and procedures.

*'Individuals, Working to  
Potential, Together'*



St. Matthew's Church



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- Experience of involvement in school improvement planning, including its implementation, setting of targets, monitoring and evaluation and evidence of its success through pupil achievements and outcomes
- Experience of assessing the impact of robust planning, curriculum development and timetabling on staff morale and engagement.
- Able to demonstrate an agile, flexible approach to responding to both external and internal challenges.
- Evidence of commitment to and understanding of the role of the governing body and a proactive approach that allows them to effectively fulfil their responsibilities
- Knowledge of preparing for and management of Ofsted, SIAMS, Safeguarding and Health and Safety inspections –whilst being mindful of staff workloads and wellbeing.
- Proven ability to proactively plan and then prioritise strategically with the aim of driving a school forward
- A competent user of IT with a clear understanding of the use of ICT to aid and promote the quality of teaching and learning

## **Desirable:**

- Experience of managing delegated budgets, understanding of SFVS and the principles of best value.
- Experience of leading ITT work within schools.
- Experience of being a governor
- Experience of teaching children with a wide range of needs and from a wide range of backgrounds.

## **Philosophy and Commitment**

- The ability to deliver an existing vision for the continued development of the school and a constant striving for excellence.
- Ability and willingness to support, maintain, develop and promote the Christian ethos of the school including a commitment to lead Christian collective worship
- Commitment to lead and promote children's spiritual, moral, social and cultural development.
- passion for high standards in education and drive to ensure that all pupils achieve their best.
- Ongoing commitment to understanding how children learn and a keen interest in the development of teaching methods.
- Commitment to safeguarding the children and meeting the educational needs of all pupils.
- A passion for understanding and sensitively handling Special Educational Needs and Disability (SEND) and Pupil Premium (PPM) issues and practice with a commitment to a culture of inclusion, diversity, protected characteristics and access, and positive strategies to promote these.
- Commitment to developing links between home, school, church, the community, other local schools and local commerce and the value of collaborative learning
- Ability to inspire staff, parents and governors with high aspirations for the children and create a positive climate for achievement.
- Commitment to continuous improvement and quality assurance and putting pupil outcomes at the core of all aspects of leadership and management.



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## Personal Qualities

- Inspirational and collaborative leadership and excellent interpersonal and team-building skills.
- Clear sense of perspective and the ability to be resilient, tenacious, and flexible as appropriate.
- Creativity and curiosity combined with attention for detail.
- Evidence of kindness, a sense of humour and boundless enthusiasm.
- High-level problem-solving skills at both a strategic and creative level and an ability to diagnose and intervene wisely
- Ability to think strategically and link to prioritised operational goals
- Ability to establish mutually respectful, productive working relationships – founded upon trust –with staff and parents.
- Able to deal compassionately and sensitively with children, staff and parents when resolving conflicts.
- Experience of boosting staff morale and maintaining a positive, enthusiastic and upbeat team
- Personal impact, integrity and presence which inspires confidence, and trust.
- Ability to foster an open and fair culture and a positive school ethos with an accent on achieving and improving personal targets for all.
- Strong alignment with the vision and values of the school and willingness to share this within the community, acting as an ambassador for St.Matthew's CE Aided Primary School
- Excellent communication skills, both orally and in writing and with a wide variety of people both inside and outside the school.
- Skilled at recognising staff members 'going above and beyond' and able to thank them in an authentic manner.
- Ability to empathise with children across the age range and differing backgrounds and to be firm, fair, consistent and inclusive
- Ability to face challenge and change in a pro-active and positive manner.