

# Headteacher Person Specification

## The Milford Academy



### Guidance Notes

Those marked **E (Essential)** must be met to be shortlisted or appointed.

Those marked **D (Desirable)** will strengthen a candidate's application.

In addition, a small number of criteria are identified as **Critical (Non-Negotiable)**.

These reflect the key requirements of the role and will be **assessed in depth through the selection process**. Candidates who do not demonstrate sufficient strength in these areas will not be appointed.

Evidence will be assessed through:

**A = Application, I = Interview, R = Reference**

### 1. Qualifications and Professional Development

Criteria	E/D	Evidence
Qualified Teacher Status	E	A
Evidence of recent, relevant professional development	E	A
NPQH or equivalent leadership qualification	D	A
Further professional or leadership qualifications	D	A

### 2. Leadership Experience

Criteria	E/D	Evidence
Substantial and successful teaching experience within the primary phase	E	A/R
Significant senior leadership experience in a primary setting (e.g. Headteacher, Deputy Headteacher)	E	A/R
Proven track record of raising standards and improving outcomes	<b>E (Critical)</b>	A/I/R
Experience of leading and managing staff, including performance management	E	A/I
Experience of working effectively with governors or trustees	D	A/I
Experience across more than one school or setting	D	A

### 3. Professional Knowledge and Understanding

Criteria	E/D	Evidence
Strong knowledge of the primary and Early Years curriculum	E	A/I
Secure understanding of high-quality teaching, learning and assessment	E	A/I
Knowledge of SEND and inclusive practice	E	A/I
Understanding of school improvement strategies and self-evaluation	E	A/I/R
Knowledge of current educational legislation and national priorities	E	A/I
Understanding of safeguarding responsibilities at leadership level	<b>E (Critical)</b>	A/I
Understanding of equality, diversity and inclusion in a school context	E	A/I
Understanding of the operational and statutory responsibilities of headship, including finance, HR, compliance and health & safety	<b>E (Critical)</b>	A/I
Understanding of the role of the Headteacher as Accounting Officer within a stand-alone academy trust	<b>E (Critical)</b>	A/I

### 4. Leadership and Professional Competencies

Criteria	E/D	Evidence
Ability to think strategically and articulate a clear vision	<b>E (Critical)</b>	A/I
Ability to lead, manage and sustain change effectively	<b>E (Critical)</b>	A/I
Ability to use data and evidence to inform decision-making	E	A/I
Ability to oversee and prioritise the use of financial and human resources effectively, ensuring value for money	<b>E (Critical)</b>	A/I
Ability to establish priorities and deliver against them	E	A/I
Ability to lead, motivate and develop staff and build effective teams, including addressing underperformance	<b>E (Critical)</b>	A/I
Ability to delegate effectively while maintaining accountability	E	A/I/R
Excellent communication skills (written and verbal)	E	A/I
Ability to build and sustain effective relationships with a wide range of stakeholders	E	A/I/R
Ability to work collaboratively beyond the school and build partnerships	E	A/I/R

Criteria	E/D	Evidence
Competent and confident use of IT systems	E	A/I

## 5. Safeguarding

Criteria	E/D	Evidence
Strong understanding of safeguarding and child protection responsibilities at leadership level	<b>E (Critical)</b>	A/I
Evidence of recent safeguarding training	D	A
Commitment to safeguarding and promoting the welfare of children	E	A/I
Enhanced DBS clearance	E	Post-appointment

## 6. Personal Attributes

Criteria	E/D	Evidence
Integrity, professionalism and resilience	E	A/I
Ability to work under pressure and manage competing priorities	E	A/I
Commitment to high expectations and continuous improvement	E	A/I
Ability to build positive relationships with staff, pupils, Trustees and parents/carers	E	A/I
Commitment to inclusion, equality and community engagement	E	A/I

## 7. Specific Requirements

Criteria	E/D	Evidence
Ability to present a clear and compelling application	E	A
Ability to perform effectively in a selection process	E	I
Commitment to and understanding of working within a stand-alone academy context	<b>E (Critical)</b>	A/I
Commitment to collaboration with other schools and partners	E	A/I