



Townsend Church of England School

High Oaks, St. Albans, AL3 6DR
Email: recruitment@townsend.herts.sch.uk
Website: www.townsend.herts.sch.uk



Headteacher

PERSON SPECIFICATION

Is this you?

- Please note that you are advised to reflect on this person specification in your application as it will form an important part of our shortlisting process.
- The successful candidate will demonstrate the potential to be a great school leader and will be an outstanding teacher. Whilst the subject specialism is not relevant to this post, the successful candidate must be able to demonstrate that they have a forensic eye and tenacity to ensure that all students reach their potential.
- This role is for someone who knows what it takes to make the difference and never compromises on the high standards.
- There is no fixed idea about where you might be working currently – you could be an existing Headteacher looking for a new challenge or a strong Deputy Headteacher or Assistant Headteacher who is ready to make the step up to headship. What is most important to us is that you share our belief that every child can achieve and fulfil their potential and that they will have increased life chances because they attended this school.
- You will have seen from the advertisement and the information documents that we want to use the skills, knowledge and attributes of the person we appoint as our new headteacher. This is a great opportunity to influence the future direction of Townsend, building on the many achievements already attained.
- If you have any particular questions which are not answered by the information provided, please do feel free to email the Chair of Governors (Helen Quenet) or if appropriate, the current Head Teacher (Andrew Wellbeloved) at recruitment@townsend.herts.sch.uk giving your name, the nature of your enquiry and a contact telephone number and we will happily do what we can to help you.
- In your letter of application, please reflect on the person specification as well as explaining why you are applying for this post and how you believe that your experience has prepared you for the Headship of this Church of England secondary school. In addition, we are interested to hear a little about your vision for education and about your educational philosophy and how you would use your vision and philosophy to further develop our successful school.
- Please bear in mind when applying that the following pages will give you an indication of our expectations for the applicants who will be shortlisted and for the person subsequently appointed.
- Some items are reflected in more than one section.

As you read the items listed over the next few pages, we invite you to self-assess your suitability for this role by placing a tick in the column beside each item. If you can tick around 90% of the items in the essential column and around 70% in the desirable column, then you could be the person for us and we look forward to receiving your application.

Person Specification

	Essential	✓	Desirable	✓
Qualifications	<p>A university degree.</p> <p>Qualified Teacher Status.</p> <p>Evidence of regular and appropriate professional development in preparation for headship and of further professional study.</p> <p>Safeguarding training appropriate to your current role.</p> <p>Be a practising communicant member of the Church of England or be able to demonstrate that you would be fully committed to and would actively support and ensure the future development of the schools' Church of England status and the Christian ethos of this school.</p> <p>Currently or previously working in a secondary school setting for at least three years or more in a significant school leadership position as a Headteacher, Deputy Headteacher, or Assistant Headteacher, or other similar significant and relevant school related leadership experience in a school or in employment related to school education.</p>			
Experience	<p>Relevant senior Leadership experience of a secondary school or other relevant employment.</p> <p>Evidence of successful Church School education leadership or able to demonstrate the ability to successfully lead a Church of England secondary school.</p> <p>Can articulate a genuine care for children and their welfare.</p> <p>Are a skilled communicator with students, staff, governors, parents/carers and other key stakeholders.</p>		<p>Safer Recruitment in Education training.</p> <p>Significant experience of leading change.</p> <p>Experience of working with outside agencies.</p> <p>Experience of working with governors.</p> <p>Have a deep understanding of what makes a great school and the required skills and personal characteristics to develop this.</p>	

	<p>Have a proven track record in raising standards at a whole school level.</p> <p>Have a firm grasp of the national educational picture, including the current Ofsted Inspection Framework.</p> <p>Understand the importance of excellent engagement with parents, carers, staff, governors, and the community served the school.</p> <p>Experience in leading school collective worship or assemblies with elements of worship, or an ability to do this.</p> <p>Have a passionate commitment to meeting the needs of 'the whole child' – including both the academic and pastoral needs of all students.</p> <p>Have experience of managing adult teams.</p> <p>Can write good and appropriate communications for different audiences e.g. parents/carers, governors, staff, and external organisations.</p> <p>Will be an aspirational leader who will inspire, challenge and encourage all members of the school community.</p> <p>Demonstrate the promotion of inclusivity and diversity across a school.</p> <p>Demonstrate a good sense of judgement.</p>		<p>Experience that has led to an insightful understanding of student's needs and welfare, including those with SEND or those in receipt of Pupil Premium funding.</p> <p>Experience of supporting and encouraging students of all abilities, including those recognised as having high abilities.</p> <p>Experience which has led to an insightful understanding of Inclusion.</p> <p>Bring a solid track record of curriculum development and school improvement, alongside a flair for building capacity through challenge, support and coaching.</p> <p>Have knowledge or experience of the Church of England Inspection process (SIAMS) or demonstrate a good understanding of it.</p> <p>Experience of effective delivery of training and continuing professional development.</p> <p>Experience of addressing a wide variety of stakeholders.</p>	
Teaching and learning	<p>Evidence of being an effective practitioner in the classroom.</p> <p>Proven success/ability in outstanding teaching.</p> <p>Able to demonstrate your impact on raising student achievement.</p>		<p>The ability to teach across the secondary school age range in one or more subjects, with teaching experience of a subject to GCSE level and A Level being an advantage. Appropriate vocational teaching experience. would also be considered as desirable.</p>	

	<p>Evidence of a good understanding of quality first teaching and pedagogy.</p> <p>Be able to assess teaching quality and to challenge where standards in the classroom are below an expectation of good quality.</p>		<p>Be able to demonstrate the ability to encourage and sustain academic achievement and progress at all ability levels and key stages.</p> <p>Commitment to develop inclusive teaching styles to meet the needs of all learners.</p> <p>Ability to coach those requiring improvement in the quality of their teaching.</p>	
Leadership Attributes	<p>Personal integrity and being effective role model.</p> <p>Able to lead by example to engage and motivate others.</p> <p>Impactful use of data to inform next actions and to evaluate progress.</p> <p>Ability to evaluate and challenge student and staff performance and take effective action at an individual level and at a whole-school strategic level.</p> <p>Experience of the appraisal/performance management of others.</p> <p>Experience of working with and supporting colleagues to improve.</p> <p>Commitment to the development of the school's Christian culture and ethos.</p> <p>Commitment to fostering a partnership between governors, staff, parents/carers, students and the wider community.</p> <p>Have strong analytical skills and is able to analyse and evaluate effectiveness of projects or initiatives.</p> <p>Experience of leading the implementation of change and innovation.</p> <p>Able and willing to commit to work and school related activities</p>		<p>Experience of an Ofsted inspection in the last five years.</p> <p>Experience of a Church School Inspection in the last seven years.</p> <p>Experience of leading or supporting the leadership response to an Ofsted inspection.</p> <p>Experience of leadership and quality assurance systems and processes to ensure the best outcomes for students and staff.</p> <p>Experience of coaching and mentoring staff.</p> <p>Able to establish and develop policies and procedures.</p> <p>Able to prioritise and plan the organisation and evaluation of the work of the school.</p> <p>Experience of recruitment of staff and students.</p> <p>Experience of leading significant areas in more than one school setting or in different roles in the same school.</p> <p>Experience of a number of areas of responsibility in school related Senior Leadership roles.</p> <p>Is aware of new developments in education policy and practice, including national initiatives.</p> <p>Experienced and innovative in the use of ICT.</p>	

	<p>beyond the normal school days, school weeks and term dates.</p> <p>Proven track record of contributing to raising whole school standards.</p> <p>Knowledge of school finances or able to demonstrate the ability to develop the necessary skills and understanding.</p>		<p>Able to demonstrate impact of a large scale initiative at whole school level.</p> <p>Evidence of establishing collaborative partnerships that have impacted on achievement.</p> <p>Experience of forming and leading effective teams that have impact.</p> <p>Can articulates a vision of excellence for all and is able to deliver a strategy.</p>	
Management and Decision Making Skills	<p>Effective planning and delegation of tasks within significant school projects.</p> <p>Ability to think strategically and creatively.</p> <p>Ability to set clear and challenging targets.</p> <p>Ability to make and take decisions.</p>		<p>Can demonstrate the effective management of school resources.</p> <p>Can demonstrate delegation of responsibility with accountability.</p> <p>The ability to praise colleagues when appropriate and to call them to account when necessary.</p>	
Communication skills	<p>Excellent communication and presentation skills.</p> <p>High level of interpersonal skills</p> <p>Effective user of ICT.</p> <p>Able to motivate and inspire students, staff and parents/ carers.</p> <p>Ability to deliver confidently to a wide range of audiences.</p> <p>Ability to listen, respect and respond appropriately to the views of other people at all levels and roles in the school community.</p>		<p>Outstanding verbal and written communication skills.</p> <p>Co-operative, corporate style of working but leading effectively when necessary.</p> <p>A clear, forward thinking vision for education.</p>	

<p>Personal qualities, attributes and self - management skills</p>	<p>Has excellent personal organisation.</p> <p>Can demonstrate initiative and follow through a project to a conclusion. Is a completer/ finisher.</p> <p>Can demonstrate excellent professionalism.</p> <p>Resilience to manage your own work pressure and to support others to effectively manage theirs.</p> <p>Has the ability to prioritise and work to deadlines and showing the ability to work under pressure.</p> <p>Has an excellent attendance and punctuality record.</p> <p>Is adaptable.</p> <p>Shows integrity and demonstrates loyalty.</p> <p>Is sensitive.</p> <p>Has a good knowledge of national education related guidance documents.</p> <p>Shows vision, ambition and high professional standards to raise achievement, attainment and aspirations for all.</p> <p>Has the competence to lead, manage and develop people individually and as a team.</p> <p>Has a strong drive to deliver high academic standards and to uphold school expectations with staff and students.</p> <p>Has the ability to provide a clear sense of direction and purpose to achieve stated aims.</p> <p>Has a genuine commitment to equality and inclusion.</p>		<p>Displays resilience, energy, stamina, and the ambition to succeed.</p> <p>Is a team player but also able to work alone when necessary to achieve something.</p> <p>Has the capacity to respond positively to the changing educational environment.</p> <p>Demonstrates flexibility.</p> <p>Is passionate about learning and teaching.</p> <p>Has an ability to inspire others.</p> <p>Good communication/ interpersonal skills and the capacity to listen, empathise and to resolve conflict.</p> <p>The ability to take the initiative and to accept the responsibility for outcomes.</p> <p>Is creative and visionary.</p> <p>Shows ambition.</p> <p>Has the ability to make and take decisions.</p> <p>Has experience of working with governors, senior leadership, heads of subject and heads of year on whole-school initiatives.</p> <p>A willingness to contribute to extra-curricular events and activities and to the wider life of the school.</p>
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