

Personal specifications – Skills & Competencies (A - Application, I – Interviews, O – Observation, R – Reference, T – Task)			(E) Essential (H) Highly desirable (D) Desirable	Assessment method
Qualifications and experience *Qualification evidence will be requested at arrival if you successfully called for interview	1	Graduate with Qualified Teacher Status	E	A / R
	2	Two years' experience of being either a head or deputy/assistant head	D	A / R
	3	Further relevant post graduate study	D	A / I
	4	Evidence of Continuous Professional Development.	E	A / R / I
	5	Substantial successful leadership experience in a senior role in an Early Years, Key Stage 1 & 2	H	A / R
	6	Direct experience of Safeguarding and promoting the welfare and wellbeing of pupils	E	A / I / T
	7	Direct experience of a school's strategic development planning and self-evaluation	H	A / I
	8	Direct experience of raising standards in learning and teaching to improve outcomes for all pupils	H	A / I
	9	Direct experience of recruiting and developing skilled and effective teams within a school.	H	A / I
	10	Direct experience of performance management of staff	H	A / I
	11	Development of effective and sustainable relationships, respect and credibility working with key stakeholders including staff, pupils, families, governors, other educational professionals, the local clergy, wider community and other external partners and organizations	E	A / I

	12	Experience of implementing effective change management	D	A / I
	13	Experience of effective management of people	H	A / I
	14	Experience of effective management of financial resources	H	A / I
	15	Experience of leading on a capital project	D	A / I
	16	Experience of the use of Information technology in teaching, learning, and management of communication	E	A / I
	17	Direct experience of preparing and participating in a Statutory Inspection of Anglican & Methodist Church Schools (SIAMS) inspection	D	A / I
Qualities & Knowledge	18	Having vision and ambition with the ability to think and work strategically. Able to build and communicate a coherent vision of excellence and equality, empowering all pupils and staff to contribute and excel.	E	A / I
	19	Recent evidence of planning and leading whole school improvement initiatives and policies which have a demonstrable impact on pupils' attainment	E	A / I
	20	Knowledge and understanding of and ability to respond to current educational policies and practices including statutory requirements and the legal framework in which schools operate. Political insight and knowledge of national trends that could impact upon the school.	E	A / I
	21	An approach that is respectful and in sympathy with the Christian foundation and practices of the school, but also reflects local, national and international communities and	E	A / I / O

		faiths.		
	22	Knowledge and understanding of the context of a Church of England Primary School and Christianity alongside an awareness and respect of other faiths.	E	A / I / O
	23	Experience with raising the profile of the school and developing PR strategies.	H	A / I
Pupils and staff	24	Practitioner with a clear understanding of what makes good and outstanding learning, teaching and assessment, leading by example. Track record of the professional development of teams and staff to raise the quality of teaching to improve outcomes.	E	A / I / O
	25	Commitment to provide a rich and varied curriculum to meet the needs of all pupils.	E	A / I / O
	26	Ability to develop, empower and support individuals and teams, to recognise and promote excellence and the skills and resilience to challenge poor performance across the school.	E	I
	27	Commitment and ability to implement high standards of pupil behaviour and welfare.	E	A / I / O
	28	Ability to implement strategies to celebrate diversity and to ensure inclusion, access and equality of opportunity so that all pupils achieve their full potential.	E	A / I / O
Systems and process	29	An understanding of how to develop an accountability framework that includes the whole school community (teachers, pupils, parents, Local Authority, Governors) and implement them with the support of the Senior Leadership Team.	E	A / I
	30	Financial awareness and commercial acumen and the ability to understand,	H	A / I

		plan and manage the budget, with experience of making effective use of resources including the Pupil Premium and Sports Premium.		
	31	Commitment and proven experience of effectively implementing procedures for safeguarding and promoting welfare of pupils and staff.	E	A / I
	32	Ability to develop and maintain effective relationships with key stakeholders such as the Governing Body.	E	A / I
	33	Effective people management capabilities including the understanding of the role of appraisal, staff development and school improvement.	E	A / I
Self-improving school system	34	An understanding of, and sensitivity to the needs of all members of the school and the wider community.	H	A / I
	35	Ability to build trusting relationships and inspire commitment to support the academic, spiritual, moral, social and cultural development of pupils.	E	A / I
	36	Ability to engage the school community in systematic and rigorous self-evaluation combining the outcomes of this with external evaluations to support continuous development of the school.	H	A / I
	37	Commitment to collaborative working both internally and externally to develop opportunities and partnerships to derive maximum benefit for the school community.	H	A / I
Personal qualities	38	Passionate about education, inclusion and success for all. Leading by example with optimism, empathy and integrity to inspire, motivate and generate trust in others.	E	A / I / O
	39	Highly effective and creative communicator (oral and written) with the skills and confidence to negotiate.	E	A / I / T

	40	Ability to develop strong professional relationships and networks.	E	A / I
	41	Ambitious, driven and resilient with a collegiate approach. High expectations and good judgement to recognise and reward professional excellence and effectively manage under performance.	E	A / I
	42	Ability to generate commitment for change and develop strong teams to manage it effectively.	E	A / I