



Person Specification for Headteacher: Westwood Academy

1. Qualifications and Training	Essential	Desirable	How assessed? A – Application form I – Interview day R – Reference
Qualified Teacher Status	X		A
Degree or equivalent	X		A
National Professional Qualification for Headship (NPQH)		X	A
Other relevant qualifications e.g. management qualification		X	A
Recent participation in a range of relevant professional development training	X		A
2. Experience	Essential	Desirable	How assessed? A – Application form I – Interview day R – Reference
Outstanding teaching record	X		A, I, R
Leadership experience in a primary setting	X		A, I, R
Proven record of successful experience as a Headteacher / Deputy Headteacher	X		A, I, R
Experience in more than one Key Stage	X		A
3. Leadership and Management Qualities	Essential	Desirable	How assessed? A – Application form I – Interview day R – Reference
A clear vision of excellence in primary education in order to maintain Westwood Academy as an outstanding school	X		A, I
Ability to strive for innovative and inspirational teaching	X		A, I
Ability to lead by example and inspire others to achieve positive results	X		A, I, R
A proven ability to raise educational standards	X		A, I, R
Understanding of continuous improvement in learning, teaching and assessment	X		A, I, R



Key involvement in the evaluation and prioritisation of elements in the School Improvement Plan	X		A, I
An understanding of Early Years Foundation Stage and how assessment is used to support learning	X		A, I
A commitment to develop best practice in Early Years	X		I
Successful delivery of staff training		X	A, I
Ability to delegate, monitor and evaluate information	X		A, I, R
Successful staff recruitment, appointment and induction		X	A, I
Commitment to the continuing professional development of all staff	X		A, I
Understand the strategic role of the Academy Committee and Directors and ability to work effectively with AC Members	X		A, I
Deal effectively with disciplinary issues		X	A, I, R
Commitment to the protection and safeguarding of young people and an up to date knowledge of Child Protection procedures	X		A, I
Display a visible and approachable leadership style which fosters an open and honest atmosphere	X		A, I, R
4. Professional Knowledge and Understanding	Essential	Desirable	How assessed? A – Application form I – Interview day R – Reference
Demonstrate a knowledge of current curricular and educational issues/relevant legislation	X		A, I
Effective teaching and learning strategies in a primary school	X		A, I
Clear knowledge and understanding of a range of assessment strategies	X		A, I
Whole school assessment and pupil tracking	X		A, I



5. Personal Skills and Qualities	Essential	Desirable	How assessed? A – Application form I – Interview day R – Reference
Leadership skills – energy, enthusiasm and ability to lead the school community	X		I, R
Communication skills	X		I
Time management	X		A
Show a passion for learning and inspire children's learning	X		I, R
Successful relationships with: <ul style="list-style-type: none"> • Pupils • Teaching and non-teaching staff • Parents • Other professionals • Wider community 	X		A, I, R
Interpersonal skills, warmth, humour, diplomacy, strength of character	X		I
Confidence and resilience	X		I
6. Further Requirements	Essential	Desirable	How assessed? A – Application form I – Interview day R – Reference
Application forms fully completed	X		A
Clear educational philosophy	X		A, I
Address the criteria in the person specification through letter of application	X		A, I, R
No unexplained gaps in employment / training	X		A
7. Requirements from Confidential References	Essential	Desirable	How assessed? A – Application form I – Interview day R – Reference
Confirmation of professional and personal knowledge and abilities	X		R
Positive recommendation from current employer	X		R