

Headteacher Person Specification

	Essential	Desirable	Method of Assessment
Qualifications	<p>Qualified Teacher status National Professional Qualification for Headship (Recommended) OR Existing Headteacher OR recently served as a substantive Headteacher.</p>	<ul style="list-style-type: none"> • Either evidence of further study - this could be ongoing and/or Further Professional Qualifications • Higher degree or equivalent 	<ul style="list-style-type: none"> • Application form • Selection Process • Certificates
Experience	<ul style="list-style-type: none"> • Successful substantive experience at Senior Leadership level within a secondary school including Assistant Headteacher and/or Deputy Headteacher and/or Headteacher experience • Experience of leadership in a variety of contexts, preferably in more than one school • Proven track record in leading and managing staff to support successful outcomes for a wide ability range of students • Proven teaching ability • Experience of the successful management of significant change within an establishment in a constructive and sensitive manner • Experience of improving 	<ul style="list-style-type: none"> • Experience in more than one school. 	<ul style="list-style-type: none"> • Application form • Selection Process • Work related testing • References

Skills/knowledge

<p>teaching and learning</p> <ul style="list-style-type: none">• Experience of the analysis of qualitative and quantitative data to inform school improvement.		
<ul style="list-style-type: none">• Proven effective leadership and management skills• Proven ability to encourage and motivate through positive management• Proven ability to performance manage staff and promote professional development and accountability• Ability to develop a clear vision for the future and its implementation• Ability to communicate effectively in a variety of situations• Ability to account to stakeholders and hold others to account• Ability to undertake robust self-evaluation processes and use pupil performance data to identify and set relevant academy improvement targets• Curriculum management - planning, delivery and assessment• Effective financial management skills• In depth knowledge and understanding of the wider educational agenda including current national policies and educational issues• Evidence of successfully developing teams of professionals, delegating effectively and managing change• Ability to work with and		<ul style="list-style-type: none">• Application form• Selection Process• Work related testing• References

Personal Qualities

<p>advise the Governing Body to enable it to fulfil its role and statutory obligations.</p>		
<ul style="list-style-type: none"> • Has the enthusiasm, initiative and commitment to ensure good practice is embedded throughout the academy • The ability to think and plan strategically to promote the academy’s vision, ethos and values • Is well organised, able to plan, prioritise and delegate effectively • Is articulate and approachable with excellent communication skills both verbally and in writing • Has strong interpersonal skills and self-awareness, adapting to situations and carefully managing professional relationships • Has proven sound decision-making skills combined with the ability to lead, influence, empower and manage change • Has presence and visibility as a leader, demonstrating optimism, resilience with a well-developed sense of proportion • Has the ability to tackle difficult situations and make difficult decisions, conveying outcomes clearly and with sensitivity • Is able to relate well to parents/carers, staff, governors, partners and the wider community • Access to a car or means of mobility support (if driving then must have a current 		<ul style="list-style-type: none"> • Application form • Selection Process • Work related testing • References

valid driving licence and appropriate insurance). <ul style="list-style-type: none">• May be required to work outside of normal office hours.		
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In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- *motivation to work with children and young people;*
- *ability to form and maintain appropriate relationships and personal boundaries with children and young people;*
- *emotional resilience in working with challenging behaviours;*
- *attitudes to use of authority and maintaining discipline.*

Any relevant issues arising from references will be taken up at interview.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.