# POST: Head Teacher - Westgarth Primary School

**GRADE:** L18 - L24

# SUMMARY OF JOB:

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| Qualifications | * Qualified Teacher Status
* NPQH qualification / secured a place on the course (for applicants who are not yet a serving Head teacher – in line with new requirements)
* Degree or equivalent
 | * NPQH/LPSH or equivalent management qualification
 | Application formCertificates |
| Experience | * Exemplary practitioner
* Proven track record of effective leadership of staff and of raising standards
* Demonstration of high expectations of other adults and pupils’ achievements and behaviour
* Recent and relevant experience of Headship or Deputy Headship
* Have taken lead in planning, implementing, monitoring and reviewing a whole school initiative
* Range of teaching experiences across key stages
* Leadership role of phase, key stage
* Have had significant responsibility for school improvement planning
* Have contributed to school self evaluation and review
 | * Experience of developing partnerships with the wider community
* Experience of leading and developing transition between primary and secondary schools
* A knowledge and understanding of performance management
* Worked in a Schools Alliance
* Working knowledge of future Academisation
 | Application FormInterviewReferences |
| Training | * Through commitment to own professional development be well informed about current educational issues, the standards agenda and educational policy
* Commitment to further training to develop and improve leadership and personal skills
* Good knowledge and understanding of ECM principles impacting on standards
 | * Experience in delivering INSET in school and to a wider audience
 | Application FormInterview |
| Personal | * Enthusiasm, stamina and resilience
* A sense of humour
* Able to work flexible hours and under pressure
* A calm and caring nature in dealing with the challenges of the role
* Good at taking initiative
* Able to work at solution focused outcomes
* Someone who can solve problems
* Demonstrate an ability to work flexibly
* Able to set and sustain high standards in all areas
* Able to establish, develop and maintain a culture of co-operation and teamwork with a variety of colleagues and the whole school community
* Commitment to the spiritual, moral, social and cultural development of pupils
* Able to develop new opportunities to extend learning through improvements to the premises and resources within the school
* Able to establish partnerships with professionals from a range of organisations and agencies
* Promote the concept of continuous improvement
* Believe that every child can succeed
 | * Have a positive approach to achieving a work – life balance through outside interests
 | Application FormInterviewReferences |
| Skills, knowledge & understanding | * Good at negotiation and presentation (oral and written) skills
* Able to lead a team effectively
* Able to plan strategically and be decisive
* Aware of the school’s place in the LA and the wider community.
* Communicate effectively with governors, other schools in the community and beyond
* Be able to monitor, evaluate and develop teaching and assessment, providing appropriate developmental feedback
* Able to understand and interpret a range of data and use it effectively
* Understand how to set targets for improvement and establish action plans to ensure targets are met
* Able to attract and use effectively sources of external funding
* Knowledge and understanding of the School Budget, its application and monitoring with the ability to evaluate and review cost effectiveness of financial decisions
* Knowledge of School Improvement Partnerships and the Inspection Framework
 | * Have some understanding of e-learning and vision for future development of teaching and learning
 | Application FormInterviewReferences |