# 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 form  Certificates |
| 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 Form  Interview  References |
| 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 Form  Interview |
| 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 Form  Interview  References |
| 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 Form  Interview  References |