**PERSON SPECIFICATION**

**Head Teacher – Highcliffe Primary School**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW****IDENTIFIED** |
| 1. Qualifications
 | * Qualified Teacher Status
* Degree or Equivalent
 | * NPQH or willing to secure a place on NPQH or equivalent
* Higher degree
* Post -qualification award
 | * Application form
* Certificates
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| 1. Experience
 | * Recent/current experience as an effective head teacher, deputy head teacher or assistant head teacher.
* Successful experience of leading one or more core subject areas.
 | * Teaching experience in at least 2 of the 3 key stages: Foundation Stage, KS1 and KS2.
* Experience of working in more than one school.
* Experience of dealing with safeguarding and Child Protection issues
* Experience/knowledgeable in successful intervention with vulnerable children/families.
* Recent substantial, successful teaching experience.
* Experience of developing successful partnerships in a collaboration with other schools both Primary and Secondary and the wider community.
 | * Application form
* Interview
* References
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| 1. Professional Development
 | * Evidence of continuing professional development relating to school leadership and management and curriculum/teaching and learning.
 | * Experience of working with other schools/organisations and agencies.
* Experience of leading/co-ordinating professional development opportunities.
* Ability to identify own learning needs and to support others in identifying their learning needs.
 | * Application form
* Interview
* References
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| 1. Strategic Leadership
 | * Ability to articulate and share vision of primary education.
* Evidence of having successfully translated vision into reality at whole school level.
* The confidence and ability to inspire and motivate staff, pupils, parents and governors to achieve the aims of the school.
* Evidence of successful strategies for planning,
* Implementing, monitoring and evaluating school improvement.
* An ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these.
* Knowledge of what constitutes quality in education provision, the characteristics of effective schools and strategies for raising pupils’ standards and the achievements of all pupils.
* Understanding of and commitment to promoting safeguarding and welfare of pupils.
* Understanding of effective budget planning and delivery.
* Be committed to continuous improvement.
 |  | * Application form
* Interview
* References
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| 1. Teaching and Learning
 | * A secure understanding of the requirements of the National Curriculum and Early Years Foundation Stage Developments.
* Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all the pupils.
* A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning.
* Experience of effective monitoring and evaluation of teaching and learning.
* Secure knowledge of statutory requirements relating to the curriculum and assessment.
* Theoretical and practical understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management and their implementation.
* Have a vision for future development of teaching and learning.
 |  | * Application form
* Interview
* References
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| 1. Leading and Managing Staff
 | * Experience of working within and leading staff teams.
* Ability to delegate work and support colleagues in understanding responsibilities.
* Experience of performance management and supporting the continuing professional development of colleagues.
* Experience of working effectively with governors to enable them to fulfil whole school responsibilities.
* Able to lead by example with integrity, creativity, resilience and clarity.
 | * Successful involvement in staff recruitment, appointment and induction.
* Understanding of how financial and resource management enable school to achieve its education responsibilities.
* Working knowledge of coaching.
 | * Application form
* Interview
* References
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| 1. Accountability
 | * Effective communication skills in all its forms to engage a range of audiences e.g. staff, pupils, parents, governors, local authority and external agencies.
* Experience of whole school self-evaluation and improvement strategies.
* Ability to provide clear information and advice to staff and governors.
* Secure understanding of strategies for performance management.
 | * Experience of presenting reports to governors.
* Leading sessions to inform parents.
* Experience of offering challenge and support to improve performance.
 | * Application form
* Interview
* References
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| 1. Skills, Qualities and Abilities
 | * High quality teaching skills.
* Empathy with children.
* High expectation of pupils’ learning and attainment.
* A strong commitment to school improvement and raising achievement for all.
* Ability to build and maintain good relationships.
* Ability to remain positive and enthusiastic when working under pressure.
* Ability to organise work, prioritise tasks, make decisions and manage time effectively.
* Excellent communication skills.
* Excellent interpersonal skills.
* Perseverance in the face of challenge
* Ability to work effectively within the local school collaborations such as GEL or the Trust.
* Good at taking the initiative, working creatively and thinking outside the box.
 |  | * Application form
* Interview
* References
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