**PERSON SPECIFICATION**

**Head Teacher – Highcliffe Primary School**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |