

# Hawthorn Primary School

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The person specification below shows the key abilities and skills we are looking for in our new Headteacher. The selection panel will shortlist candidates on the basis of how well they meet the requirements of this person specification. We are looking for candidates who demonstrate knowledge and understanding of each area, and show evidence of having applied (or awareness of how to apply) this knowledge and understanding in a school context.

Selection Criteria		Essential/ Desirable	Application/ Shortlisting	Interview	Presentation
Qualifications	Qualified teacher status.	E	✓		
	NPQH or further professional qualification.	D	✓		
Experience	At least 5 years' experience of successful classroom teaching.	E	✓	✓	
	Currently a highly regarded head, deputy head or assistant head.	E	✓	✓	
	Experience of developing an exciting and innovative curriculum, which is personalised to the needs of the whole child.	E	✓	✓	
	Demonstrate success in raising standards at EYFS, KS1 and KS2; and meeting challenging targets.	E	✓	✓	
	Experience of leading significant organisational development and change.	E	✓	✓	
	Experience of presenting high quality, strategic information to Governors and supporting their role as strategic leaders.	E	✓	✓	✓
	Experience of working in a multi-cultural setting	D	✓	✓	
Strategic Direction and Development of the School	Ability to provide clear educational vision and direction and lead by example.	E	✓	✓	
	Ability to formulate aims, policies and plans and monitor, evaluate and review the impact of these.	E			
	Ability to work in partnership with the governing body.	E		✓	
	Excellent strategic thinking, evidence of introducing effective strategies for improvement where necessary and solve complex problems.	E	✓	✓	
	A good understanding of current educational legislation, statutory requirements and future developments.	E	✓	✓	
	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet tight deadlines.	E		✓	✓
	Understanding of the current vision and an ability to build upon it.	E	✓	✓	
Leading and Managing Staff	Ability to lead, manage and motivate the whole school community.	E	✓	✓	
	Able to assess, recognise and utilise staff strengths.	E	✓	✓	

	Continue to build and develop a high performing team.	E	✓	✓	
	Ability to plan, allocate, delegate, support and evaluate work undertaken by groups, teams and individuals.	E	✓	✓	
	Communicates a passion for learning and an ability to raise standards.	E	✓	✓	
	Successful experience of leading in service training for staff.	E	✓	✓	
	Excellent communication skills (written and oral) with the ability to consult and negotiate effectively with different stakeholders involved with the school.	E	✓	✓	✓
Teaching and Learning	Good understanding and experience of setting and achieving challenging targets, in the use of data, benchmarks and feedback to monitor and review progress in children's learning and to hold staff teams, pupils and individuals to account.	E	✓	✓	
	Understanding of the principles of effective teaching and learning and the ability to promote a culture of learning throughout the school.	E	✓	✓	✓
	Understanding of the principles of how to engage children through an exciting child centred curriculum.	E	✓	✓	
	Understanding of the role and impact of assessment in children's learning.	E	✓	✓	
	Successful experience of monitoring, evaluating and improving the quality of teaching and learning.	E	✓	✓	✓
Ethos and inclusion	Ability to create and maintain an environment which promotes good behaviour, discipline and celebrates success.	E	✓	✓	✓
	Understanding of the factors which create barriers to learning and ability to implement appropriate strategies for reducing inequalities and promoting social inclusion.	E	✓	✓	
Relationships with parents and the wider community	Successful experience of creating and maintaining effective partnerships with parents and the community, to enhance pupils learning.	E	✓	✓	
Deployment of Staff and resources	Ability to set, interpret, monitor and manage a budget.	E	✓	✓	
	Ability to manage, monitor, review the use of all available resources, ensuring best value.	E	✓		
	Experience of recruiting, selecting and deploying staff.	D	✓		
Other Skills, Attributes and Abilities.	A professional presence, resilience and sense of humour.	E	✓	✓	
	Approachable.	E		✓	
	Ambitious for the children, staff and school community.	E	✓	✓	
	Inspirational.	E	✓	✓	
	Be able to secure the loyalty and confidence of children, staff and school community.	E	✓	✓	

	Experience of working with challenging behaviour.	E	✓		
	Effective IT skills.	D	✓	✓	✓
Additional Requirements	Enhanced Certificate of Disclosure from the Disclosure and Barring Service	E	✓		
	Additional criminal record checks if applicant has lived outside the UK	E	✓		
	List 99 and/or POCA List(residential establishments only) check	E	✓		
	Medical Clearance	E	✓		
	Professional registration/QTS check with the National College for Teaching and Leadership	E	✓		
	Two references from current and previous employers (or education establishment if applicant not in employment)	E	✓		