

PERSON SPECIFICATION
EXECUTIVE HEAD TEACHER
RYTON INFANT AND JUNIOR SCHOOLS

Attribute	Essential	Desirable
TRAINING AND QUALIFICATIONS		
Qualified Teacher Status.	X	
Degree or evidence of professional qualification in education.	X	
Higher Degree, or evidence of further study.		X
Post-entry Curriculum or Management Qualification.		X
National Professional Qualification for Headship (unless existing HT with some years of experience).		X
Recent participation in a range of relevant in-service training.	X	
EXPERIENCE OF TEACHING AND SCHOOL MANAGEMENT		
Leadership experience at headteacher, deputy head or assistant head level (minimum 3 years for latter two).	X	
Experience of working in or leading federated schools.		X
Proven management skills and a record of positive achievement.	X	
Minimum five years' experience in a school for children of primary age (in more than one school/key stage).	X	
Experience of teaching in a school with socio-economic challenges.		X
To have effectively managed whole school change, for example introduced a new initiative or procedure, developed a strategy which impacted significantly upon children's learning, and delivered in-service training.	X	
To have had involvement with preparing and monitoring budgets.	X	
To have had involvement with school improvement planning process, (particularly school self-evaluation process, Ofsted inspection, monitoring and evaluating the effectiveness of actions).	X	
To have involvement of working with a governing body.	X	
To have experience of implementing or monitoring safeguarding practice within a school.	X	
PROFESSIONAL KNOWLEDGE AND UNDERSTANDING		
<i>Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to primary education:</i>		
Children's educational and personal development.	X	
School leadership and management.	X	
Curriculum and assessment, including subjects and cross- curricular aspects.	X	
Effective teaching and learning strategies.	X	
School improvement strategies.	X	
Local and national policies, priorities and statutory frameworks.	X	
Role of governing body.	X	
The operation of school federations	X	

Attribute	Essential	Desirable
PERSONAL SKILLS AND ABILITIES		
<i>Applicants should be able to provide evidence that they have the necessary personal skills and abilities required by the post:</i>		
Excellent communication skills, both written and verbal.	X	
Highly effective interpersonal skills.	X	
Ability to motivate and enthuse all members of the school community.	X	
Effective ICT skills.	X	
Effective and efficient organisational skills including timekeeping.	X	
OTHER REQUIREMENTS		
Application forms should be completed in full.	X	
Letters should be word processed.	X	
Letters should address the criteria identified in the person specification and be relevant to the school.	X	
CONFIDENTIAL REFERENCES AND REPORTS		
<i>Written reference(s) only.</i>		
Confirming professional and personal knowledge, skills and abilities referred to above.	X	
Positive recommendation from current employer.	X	