

# HEAD TEACHER MORTIMER PRIMARY SCHOOL PERSON SPECIFICATION

## [A] TRAINING AND QUALIFICATIONS

Applicants should be able to provide evidence that they have the necessary personal skills and abilities required by the post.

	Essential	Desirable	Source A- application I – interview process C- Certificate R – references
Qualified teacher status	✓		A C
Degree	✓		AC
Relevant further study through Continued Professional Development (CPD) in preparation for Headship in the last 3 years (certificated evidence may be requested)	✓		ACI

## [B] EXPERIENCE OF TEACHING AND SCHOOL MANAGEMENT

Applicants should be able to provide evidence that they have the necessary personal skills and abilities required by the post

	Essential	Desirable	
Leadership experience at head teacher or acting head teacher level	✓		AIR
Experience of working with a diverse school community	✓		AIR
Experience of managing performance	✓		AIR
A proven track record of raising and maintaining high educational standards and improving teaching	✓		AIR
Demonstrate outstanding practice	✓		AIR
Evidence of effective budget management	✓		AIR
Significant experience working in the primary phase across at least two key stages (minimum 5 years)	✓		AIR

## [C] PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

Applicants should be able to demonstrate and evidence a good knowledge and understanding of the following areas relevant to the specific phase.

	Essential	Desirable	Source
Pupils' educational development	✓		AI
School leadership and management	✓		AIR
Curriculum and assessment, including subjects and cross curricular aspects	✓		AI
Effective teaching and learning strategies	✓		AI
School improvement strategies	✓		AI
Local and national policies, priorities and statutory frameworks	✓		AI
Role of the Governing Board and an effective working partnership with governance	✓		AI
Knowledge and understanding of safeguarding procedures	✓		AIR
Competent use of ICT relevant to the role and a knowledge of its application across the curriculum	✓		AI
Awareness of the role of the school and potential contribution to the local and wider community and their needs and promoting parental engagement	✓		AI
Awareness of the role of teaching schools and system leadership	✓ □		AI

## [D] PERSONAL SKILLS AND ABILITIES

Applicants should be able to provide evidence that they have the necessary personal skills and abilities required by the post:

	Essential	Desirable	Source
Outstanding verbal and written communication skills	✓		AI
Demonstrate excellent Interpersonal skills	✓		IR
Clear vision and the ability to innovate	✓		I
Ability to motivate and enthuse others through effective leadership	✓		IR
High levels of stamina and resilience	✓		I
Good listening Skills	✓		I
Willingness to share their skills and interact with parents and children	✓		I
Experience of working with external agencies	✓		AI
Ability to adapt and manage change in the current educational climate	✓		AI

## [E] OTHER REQUIREMENTS

	Essential	Desirable	Source
Application forms should be completed in full.	✓		A
Personal statement should be clear and concise (maximum 3 sides of A4, Arial 12) <b>NB no additional information will be considered by the governors</b>	✓		A
Should address the criteria identified in the person specification	✓		A

## [F] CONFIDENTIAL REFERENCES AND REPORTS USING SOUTH TYNESIDE COUNCIL REFERENCE FORMAT AS PROVIDED

	Essential
Two written reference(s) (one from the most recent employer)	✓
Positive recommendation from current employer:	✓