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**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualifications** | * Qualified Teacher status * National Professional Qualification for Headship **OR**   Existing Headteacher **OR** recently served as a substantive Headteacher | * Either evidence of further study - this could be ongoing and/or Further Professional Qualifications * Higher degree or equivalent | * Application form * Selection process * Certificates |
| **Experience** | * Successful substantive experience at Senior Management level within a secondary school including Assistant Headteacher and/or Deputy Headteacher and/or Headteacher experience * Experience of leadership in a variety of contexts * Proven track record in leading and managing staff to support successful outcomes for a wide ability range of students * Proven teaching ability * Experience of successful change management * Experience of improving teaching and learning * Experience of the analysis of qualitative and quantitative data to inform school improvement | * Experience in more than one school. | * Application form * Selection process * Interview tasks * References |
| **Skills/knowledge** | * Proven effective leadership and management skills * Proven ability to encourage and motivate through positive leadership * Proven ability to performance manage staff and promote professional development and accountability * Ability to develop a clear vision for the future and its implementation * Ability to undertake robust self-evaluation processes and use pupil performance data to identify and set relevant school improvement targets * Ability to oversee curriculum management, ensuring that it meets the needs of the whole school community * Effective financial management skills * Ability to maintain an in-depth knowledge and understanding of the wider educational agenda including current national policies and educational issues * Ability to work with, advise and support the work of the Governing Body |  | * Application form * Selection process * Work related testing * References * Professional profiling exercise |
| **Personal Qualities** | * Has the enthusiasm, initiative and commitment to ensure good practice is embedded throughout the school * The ability to think and plan strategically to promote and embody the school’s vision, ethos and values * Is well organised, able to plan, prioritise and delegate effectively * Is articulate and approachable with excellent communication skills both verbally and in writing * Has strong interpersonal skills and self-awareness, adapting to situations and carefully managing professional relationships within an HR framework * Has presence and visibility as a leader, demonstrating optimism, resilience with a well-developed sense of proportion |  | * Application form * Selection process * Work related assessment * References * Professional profiling exercise |

*In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:*

* *motivation to work with children and young people;*
* *ability to form and maintain appropriate relationships and personal boundaries with children and young people;*
* *emotional resilience in working with challenging behaviours;*
* *attitudes to use of authority and maintaining discipline.*

Any relevant issues arising from references will be taken up at interview.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.