

**Seaburn Dene Primary School
HEADTEACHER PERSON SPECIFICATION**

1. Qualifications / Experience

| | Essential/ desirable | Application form | Interview |
|--|-------------------------|---------------------|-----------|
| DFE qualified teacher status. | E | ✓ | |
| Existing Headteacher or recently served as a substantive Headteacher or Deputy Headteacher | E | ✓ | |
| National Professional Qualification for Headteachers (NPQH) | D | ✓ | |
| Evidence of further professional development | E | ✓ | |

2. Knowledge

| | Essential/ desirable | Application form | Interview |
|--|-------------------------|---------------------|-----------|
| A knowledge and understanding of recent education legislation and its impact on schools and the ability to anticipate future trends. | E | ✓ | ✓ |
| A substantial knowledge, experience and enthusiasm for curriculum leadership and development, including a clear grasp of recent changes and the opportunities that the wider curriculum provides for all pupils. | E | ✓ | ✓ |
| A knowledge of the principles and practice of quality assurance systems, including whole school review, self-evaluation and appraisal. | E | ✓ | ✓ |
| Clear vision and understanding of the needs of pupils in the Early Years and Key Stages 1 and 2. | E | ✓ | ✓ |
| Detailed knowledge of the structure and content of the Early Years Foundation Stage Curriculum and National Curriculum. | E | ✓ | ✓ |
| Detailed knowledge current SEND agenda. | E | ✓ | ✓ |
| Understanding of effective teaching, learning and assessment. | E | ✓ | ✓ |
| Proven leadership and management skills and a record of positive achievement. | E | ✓ | ✓ |
| Role of the Governing Body | E | ✓ | |
| Ability in administrative and budget management. | D | | ✓ |

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3 Skills and abilities

| | Essential/ desirable | Application form | Interview |
|--|-------------------------|---------------------|-----------|
| Proven ability to develop and articulate a coherent vision and formulate a plan that sets high standards. | E | ✓ | ✓ |
| To have had involvement with school improvement – planning process, (particularly monitoring and evaluating the effectiveness of actions), school self-evaluation process, Ofsted inspection and Child Protection issues | E | ✓ | ✓ |
| Effectively establish and maintain collaborative working with a wide range of other professionals, as part of the delivery of multi-agency support services to enhance the education of all pupils. | E | ✓ | ✓ |
| Proven ability and confidence to lead, manage, inspire, challenge and motivate the whole school workforce in order to ensure effective team working. | E | ✓ | ✓ |
| To have effectively managed whole school change, through the introduction of a new initiative or procedure which has significantly impacted on children's learning , and delivered in-service training. | E | ✓ | ✓ |
| Ability to build and sustain effective working relationships with children, staff, parents, governors and the wider community and ability to priorities, plan and organise yourself and others. | E | | ✓ |
| Effective communication skills, including the ability to negotiate and influence. | E | | ✓ |
| A commitment to joining in the full life of the school. | E | | ✓ |
| Proven ability to innovate and to think creatively to anticipate and identify opportunities/problems/needs and construct solutions. | E | | ✓ |
| A commitment to and the ability to further develop the whole child. | E | | ✓ |
| Knowledge of the General Data Protection Regulations in the school environment and ability to lead the organisation in compliance with current legislation. | E | ✓ | |
| Secure knowledge and understanding of the role that safeguarding plays in the school setting. | E | ✓ | ✓ |

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4. Commitment to and awareness of Equal Opportunities issues

| | Essential/ desirable | Application form | Interview |
|--|-------------------------|---------------------|-----------|
| Proven ability to demonstrate awareness of the principles of and commitment to the promotion of equality of access, inclusion and diversity and opportunity for both staff and children, to overcoming obstacles/barriers to this and to removing practices which are counter to it. | E | ✓ | ✓ |

5. Commitment to the promotion of Health & Safety at Work

| | Essential/ desirable | Application form | Interview |
|--|-------------------------|---------------------|-----------|
| Proven ability to demonstrate commitment to the promotion of safe working practices and the provision of a safe learning environment for pupils. | E | ✓ | ✓ |
| Proven ability to develop strategies for risk assessment and to evaluate risk to oneself and to others and to take appropriate action. | E | ✓ | ✓ |

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues regarding safer recruitment and the welfare of children.

January 2019