

## Headteacher Person Specification

### Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to shortlist at the application stage.

#### Essential

1	Current or recent experience as a Headteacher, Deputy Headteacher or Head of school with considerable experience of schools at a senior level.
2	Experience of monitoring, evaluating and improving the quality of teaching and learning.
3	Experience of contributing to whole school planning.
4	Evidence of leading whole school improvement priorities resulting in successful school improvement.
5	Experience of organising and implementing an all-inclusive curriculum which meets the needs of all pupils which includes an effective assessment framework.
6	Experience of working in partnership with governors, staff, parents, pupils and the community.
7	The ability to manage and motivate individuals to achieve high standards of performance.
8	Commitment to own continuing professional development.
9	Experience of coaching and mentoring other teaching and learning professionals.
10	Able to communicate effectively in writing.

#### Desirable

11	Relevant professional qualification for aspiring or serving headteachers e.g. National Professional Qualification for Headship (NPQH)
12	Experience of working in Middle schools with KS2 and KS3 pupils.
13	Experience of working in partnership with other schools in a multi-school arrangement

### Part B Assessment Stage

The criteria below will be explored at the assessment stage for shortlisted candidates.

#### Essential

	Criterion	Interview	Tasks
1	Can develop a shared vision and ethos for the school.	✓	✓
2	Committed to an outward facing school working collaboratively with other MAT schools to achieve improved outcomes for pupils and the wider community.	✓	
3	Able to evaluate the quality of education and care for all learners.	✓	✓
4	The ability to manage financial and human resources cost-effectively and efficiently to achieve goals and priorities.	✓	✓
5	The ability to comprehensively interrogate and interpret numerical and financial data to monitor progress and/or understand implications and determine appropriate support/intervention as appropriate	✓	✓
6	Able to establish positive relationships with a range of stakeholder which	✓	✓

	inspire, motivate and empower.		
7	Able to successfully manage a school staff team with a range of roles, delegating with accountability and managing change.	✓	
8	Secure, up-to-date knowledge of developments and best practice in education and teaching and learning.	✓	
9	Leads by example with the highest professional standards - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.	✓	
10	High level oracy and written communication skills effective for a range of audiences	✓	✓
11	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours</li> <li>• Attitude to use of authority and maintaining discipline</li> </ul>	✓	
12	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post	✓	

### Part C Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service
2	Additional criminal record checks if applicant has lived outside the UK
3	Children's Barred List check
4	No adverse prohibitions, restrictions or sanctions relating to teaching in the UK or EEA
5	Medical clearance
6	Two references from current and previous employers (or education establishment if applicant not in employment)