



# South Tyneside Council

## CHILDREN, ADULTS AND HEALTH

### HEAD TEACHER - PERSON SPECIFICATION

#### BEDE BURN PRIMARY SCHOOL

#### [A] TRAINING AND QUALIFICATIONS

|   | Essential | Desirable | Source<br>A- application<br>I - interview<br>R - references<br>P - presentation<br>T - task<br>observation<br>C - certificates<br>Q - question |
|---|-----------|-----------|--|
| Qualified teacher status  | ✓         |           | A,C  |
| Degree  | ✓         |           | A,C  |
| *Recent and relevant evidence of continuous professional development relating to school leadership, management, teaching and learning in preparation for Headship | ✓         |           | A,I,C  |

#### [B] EXPERIENCE OF TEACHING AND SCHOOL MANAGEMENT

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

|  | Essential | Desirable |         |
|--|-----------|-----------|---------|
| Current leadership experience at Assistant head level, Deputy head level or Head Teacher level             | ✓         |           | A,I,R   |
| *Recent experience of successfully leading and managing a whole school initiative within the primary phase | ✓         |           | A,I,R   |
| Significant experience working in the primary phase (minimum 5 years)                                      | ✓         |           | A,I,R   |
| Proven track record of improving standards   | ✓         |           | A,I,R,T |
| *Recent experience of monitoring and evaluating performance to contribute to the school self-evaluation    | ✓         |           | A,I,R   |
| *Recent experience of curriculum design and management   | ✓         |           | A,I,R   |
| *Recent experience as an outstanding classroom practitioner  | ✓         |           | A,I,R   |
| Experience of using school data to evaluate progress, and set targets for improvement                      | ✓         |           | A,I,R   |
| Secure understanding of safeguarding requirements  | ✓         |           | A, I, R |
| Experience of working with a range of external agencies  |           | ✓         | A, I, R |

\* Recent: within the last 3 years

## **[C] 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 |       |
|--|-----------|-----------|-------|
| Ability to positively promote and raise the profile of the school within the local area  | ✓         |           | I,Q   |
| Ability to work with local schools and the community   | ✓         |           | I,Q   |
| Excellent communication skills for leadership and management   | ✓         |           | A,I   |
| Excellent interpersonal skills   | ✓         |           | I,R   |
| Excellent ICT skills   | ✓         |           | A,I,R |
| Clear vision and the ability to innovate   | ✓         |           | I     |
| Motivation and enthusiasm  | ✓         |           | I     |
| Positive role model to staff, students, parents and carers   | ✓         |           | I,R   |
| Ability to inspire, support and if appropriate challenge all staff and maintain high morale, promoting trust and team building | ✓         |           | I,R   |
| The ability to be a reflective practitioner  | ✓         |           | I,R   |

## **[D] PROFESSIONAL SKILLS, KNOWLEDGE AND UNDERSTANDING**

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

|   | Essential | Desirable | Source |
|---|-----------|-----------|--------|
| Knowledge and understanding of strategic financial planning, budget management and the principles of best value |           | ✓         | A,I,R  |
| Think strategically, make effective decisions and communicate clearly at all levels                             | ✓         |           | A,I,R  |
| Curriculum and assessment, including subjects and cross-curricular aspects                                      | ✓         |           | A,I,R  |
| Effective teaching and learning strategies  | ✓         |           | A,I,R  |
| Local and national policies, priorities and statutory frameworks  | ✓         |           | A,I,R  |
| Role of the Governing Board   | ✓         |           | A,I,R  |

## **[E] OTHER REQUIREMENTS**

|   |   |  |   |
|---|---|--|---|
| Application forms should be completed in full   | ✓ |  | A |
| Personal statements within the application form should be no more than 3 sides of A4 and Ariel font size 11 | ✓ |  | A |
| Should address the criteria identified in the person specification  | ✓ |  | A |

**Please note: no CV's or additional information should be submitted other than that requested above, and will not be considered.**

**[F] CONFIDENTIAL REFERENCES AND REPORTS**

|  | Essential |
|--|-----------|
| Two satisfactory written references only (One from the most recent employer)               | ✓         |
| References confirm professional & personal knowledge, skills & abilities referred to above | ✓         |
| Positive recommendation from current employer  | ✓         |
| Satisfactory DBS   | ✓         |