



**CARE WELLBEING & LEARNING**  
**HEAD TEACHER**  
**KELLS LANE PRIMARY SCHOOL**  
**PERSONAL SPECIFICATION**

Attribute	Essential	Desirable
<b>TRAINING AND QUALIFICATIONS</b>		
Qualified Teacher Status.	X	
Degree or evidence of professional qualification in education.	X	
Higher degree, or evidence of further study.		X
Post-entry Curriculum or Management Qualification.		X
National Professional Qualification for Headship (unless existing HT with some years of experience).		X
Recent participation in a range of in-service training relevant to the post	X	
<b>EXPERIENCE OF TEACHING AND SCHOOL MANAGEMENT</b>		
Leadership experience at headteacher, deputy head or equivalent level (minimum 3 years for latter two).	X	
Experience of working in partnership with other education professionals	X	
Proven management skills and a record of positive achievement.	X	
Minimum five years' experience in a school for children of primary age (in more than one school/key stage).	X	
Experience of teaching in a school within a diverse socio-economic community.		X
To have effectively managed whole school change, for example introduced a new initiative or procedure, developed a strategy which impacted significantly upon children's learning, and delivered in-service training.	X	
To have had involvement with preparing and monitoring budgets.	X	
To have had involvement with school improvement planning process, (particularly school self-evaluation process, Ofsted inspection, monitoring and evaluating the effectiveness of actions).	X	
To have involvement of working with a governing body.	X	
To have experience of implementing or monitoring safeguarding practice within a school.	X	
To have experience of inclusive educational practice within a school	X	
To have successful experience of curricular development	X	

To have experience of working with trainee teachers		<b>X</b>
<b>PROFESSIONAL KNOWLEDGE AND UNDERSTANDING</b>		
<i>Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to primary education:</i>		
Children's educational and personal development.	<b>X</b>	
School leadership and management.	<b>X</b>	
Curriculum and assessment, including subjects, cross-curricular aspects and outdoor learning	<b>X</b>	
Effective teaching and learning strategies.	<b>X</b>	
School improvement strategies.	<b>X</b>	
Local and national policies, priorities and statutory frameworks including the Early Years Foundation Stage	<b>X</b>	
Role of governing body.	<b>X</b>	
<b>PERSONAL SKILLS AND ABILITIES</b>		
<i>Applicants should be able to provide evidence that they have the necessary personal skills and abilities required by the post:</i>		
Excellent communication skills, both written and verbal.	<b>X</b>	
Highly effective interpersonal skills.	<b>X</b>	
Ability to motivate and enthuse all members of the school community.	<b>X</b>	
Ability to communicate effectively with all stakeholders.	<b>X</b>	
Ability to enable staff training and development whilst considering wellbeing and welfare of all.	<b>X</b>	
Effective ICT skills.	<b>X</b>	
Effective and efficient organisational skills including timekeeping.	<b>X</b>	
<b>OTHER REQUIREMENTS</b>		
Application forms should be completed in full and be concise	<b>X</b>	
Letters should be word processed.	<b>X</b>	
Letters should address the criteria identified in the person specification and be relevant to the school.	<b>X</b>	
Supporting statement/ letter	<b>X</b>	
<b>CONFIDENTIAL REFERENCES AND REPORTS</b>		
<i>Written reference(s) only.</i>		
Confirming professional and personal knowledge, skills and abilities referred to above.	<b>X</b>	
Positive recommendation from current employer.	<b>X</b>	