



# Person Specification Headteacher

Agreed: October 2017

## PERSON SPECIFICATION

These criteria will be the basis for the short-listing and interview process. Applicants are requested to take account of them when applying

A = Application      I = Interview      T = Task      R = Reference

<b>A. Qualification and Experience</b>	<b>How to be assessed</b>
<i>You will have:</i>	
1. A relevant Degree and/or Qualified Teacher Status	A / R
2. A significant period of successful primary teaching experience in at least two primary schools	A / R
3. Effective leadership experience with the ability to demonstrate tangible improvements	A
4. If not already a Head or Deputy, working towards NPQH	A / I / R
5. A record of recent professional development that can highlight preparation for this post	A / I / R
6. An ability to develop the use of Information and Communication Technologies in teaching, learning and management communications	A / I
<b>B. Qualities, Skills and Capabilities</b>	
<b>Essential:</b>	
1. The ability to communicate a clear vision for the school and how it will develop over the next 3-5 years, knowing and implementing what is required from an aspirational, Good school to come a high-achieving Outstanding school	A / I / T
2. Involvement in coordinating or leading through a period of organisational change	A / I / R
3. Passionate about the use of and a drive to be at the cutting edge of IT in	A / I



# Person Specification Headteacher

Agreed: October 2017

teaching and learning

- |    |  |               |
|----|--|---------------|
| 4. | The ability to develop strategies to engage with stakeholders in the catchment area, in particular recognising that it is parental choice that will determine whether the school will maintain a full roll in the future | A / I / R     |
| 5. | A passionate and informed commitment to children's development and their engagement with learning, and to the development of collaborative practice for all members of the school community                              | A / I / T / R |
| 6. | The drive and ability to take up the role of leader, provide clear direction, manage development and change, take positive risks, and enthuse and motivate others, inspiring continual improvement                       | A / T / I     |

## Desirable:

- |    |   |               |
|----|---|---------------|
| 1. | Good interpersonal skills and be approachable for all members of the school community, skilled in listening to views and ideas, sharing these and enabling decision-making, so as to provide the best for the children, staff and parents | A / T / I     |
| 2. | The ability to develop a strong sense of community and vision for the school and its facilities, involving partnership with parents, the local community, Diocese , Trust and other bodies  | A / T / I / R |
| 3. | The ability to identify, prioritise, monitor, evaluate and manage financial and human resources to achieve educational and pastoral goals   | A / I / R     |
| 4. | Good interpersonal skills and be approachable for all members of the school community, skilled in listening to views and ideas, sharing these and enabling decision-making, so as to provide the best for the children, staff and parents | I / R         |
| 5. | Good, consistent contact and communication skills, written and oral, with everyone  | A / R / I     |
| 6. | Ability to manage own & staff workloads, prioritise and delegate accordingly, but also understanding the need at times to work alone and where required utilising partnerships with other schools   | A / I         |
| 7. | An approach that is respectful and in sympathy with the Christian   | A / I / R     |



# Person Specification Headteacher

Agreed: October 2017

foundation of the school, but also reflect on the wider world community and its different faiths

- |     |   |           |
|-----|---|-----------|
| 8.  | Sets Stretching goals and allows staff members to grow & develop  | A / I / R |
| 9.  | The ability to create and implement a Strategic Development Plan based on the effective self and team review, which identifies priorities and sets targets, ensuring that all children are included, achieve high standards and make progress, increasing teachers' effectiveness, and securing continuing school improvement | A / T / I |
| 10. | The ability to motivate and enable all staff to carry out their respective roles to the highest standard through performance management and continuing professional development   | A / I / T |
| 11. | Knowledge and the ability to provide objective support and advice to the Local Governing Body, to enable it to meet its responsibilities  | A / I / T |
| 12. | Understanding and the ability to ensure that the parents and children are well informed about the curriculum, progress and attainment, and about the contribution they can make to achieve their children's and the school's goals and targets for improvement and development  | A / I     |

## C. Knowledge and Understanding

*You should possess:*

- |    |   |                  |
|----|---|------------------|
| 1. | A shared appreciation of the Vision and Values of Twyford C of E school   | A / I / R        |
| 2. | A well-formed understanding of children's learning, how teachers can best teach, and ways to enhance high standards, enabled through careful monitoring, evaluation and target setting with staff and Governors | A / I / T<br>/ R |
| 3. | A good knowledge and understanding of the nature and teaching of the primary curriculum, with a clear sense of the role, value and vitality of extra-curricular activities                                      | A / I / R        |
| 4. | Knowledge and understanding of the context of a Church of England primary school and Christianity alongside awareness of and respect for other faiths   | A / R / T<br>/ I |



# Person Specification Headteacher

Agreed: October 2017

## D. Desirable Personal Attributes

*You should be:*

- School & community focused with all stakeholders
- Approachable (parents, children and staff)
- Good communicator with ability to summarise data and explain clearly
- Easy to get along with and good at building relationships & networking
- Self awareness
- Personal drive and 'can-do' attitude
- Good leadership and accountability but able to give direction & empower
- Good judgement & fairness
- Calm under pressure

A / T / I  
/R