**Person Specification**

**Example Primary School**

**Headteacher Person Specification**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Essential criteria for shortlisting** | **How identified** | | | **Desirable** |  |
|  | **FORM** | **LETTER** | **INTERVIEW** | * experience of leading, supporting and challenging teaching and non- teaching staff * experience of working in partnership with Governors * a commitment to the continuous professional development of staff * successful experience of liaising with external agencies * evidence of recent and relevant further study, including management training * commitment to promoting the school in the community * evidence of establishing a good rapport with parents * an understanding of the implications of a rural/coastal setting and diverse catchment area * an understanding of small school headship * effective operational knowledge of Foundation Stage and Key Stages 1 and 2 * an understanding of the implications of teaching children within mixed age classes * evidence of good teaching practice * proven ability to lead and manage the curriculum * commitment to enhancing school provision through extra-curricular activities * successful experience of managing budgets and/or resources | Desirable criteria can be identified in the letter of application and/or at interview. |
| **Qualifications and experience** |  |  |  |
| Appropriate initial teaching qualification | ✓ |  |  |
| Qualified teacher status in England and Wales | ✓ |  |  |
| Substantive Headship or evidence of NPQH, NPQH plus or other relevant Headteacher qualification | ✓ |  |  |
| Recent, relevant successful senior leadership and management experience in school(s) or a similar position within a Local Authority/Academy | ✓ |  |  |
| **Professional knowledge and skills** |  |  |  |
| Extensive knowledge and understanding of current educational issues and legislation |  | ✓ | ✓ |
| An understanding of and commitment to safeguarding and promoting children’s welfare | ✓ |  | ✓ |
| **Leadership and management** |  |  |  |
| Evidence of managing change effectively |  | ✓ | ✓ |
| Evidence of contributing to the raising of standards through continuous and sustainable school improvement |  | ✓ | ✓ |

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| Experience of monitoring, evaluating and taking action on the effectiveness of teaching and learning |  | ✓ | ✓ |  |  |
| **Philosophy** |  |  |  |
| Evidence of a commitment to the development of the whole child |  | ✓ | ✓ |
| Evidence of an inclusive approach towards the education of all children |  | ✓ | ✓ |
| **Personal Qualities** |  |  |  |
| Outstanding communication skills |  |  | ✓ |
| Outstanding interpersonal skills |  |  | ✓ |

**Unless you are able to provide clear evidence that you fulfil ALL essential criteria required either in the form or letter you CANNOT be shortlisted for interview**