

# Selection Criteria / Person Specification for Headteacher at

## Broadway Primary School

**The applicant will be required to safeguard and promote the welfare of children and young people**

Selection decisions will be based on the criteria below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met and the ability to fulfil the job description for the post.

Candidates failing to meet any of the essential criteria will automatically be excluded at any stage of the process.

The appointing panel will use a combination of assessment tools to determine each candidate's suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the application form, supporting statement, information gathered during the interview process and references.

### **[A] Qualifications**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Qualified teacher status	<b>E</b>		<b>A</b>
Degree	<b>E</b>		<b>A</b>

### **[B] Professional Development**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Evidence of recent and appropriate professional development for the role of headteacher.	<b>E</b>		<b>AI</b>
Evidence of recent leadership and management professional development	<b>E</b>		<b>AI</b>
Up to date safeguarding training and knowledge of legislation for the protection of young people.	<b>E</b>		<b>AI</b>

### **[C] School leadership and management experience**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Successful leadership as a deputy headteacher or assistant headteacher or equivalent	<b>E</b>		<b>AIR</b>
Evidence of successfully leading school improvement	<b>E</b>		<b>AIR</b>
Evidence of the application of strategies to review, evaluate and improve teaching and learning.	<b>E</b>		<b>AIR</b>
Experience of curriculum leadership and development	<b>E</b>		<b>AIR</b>
Experience of working constructively with parents and carers	<b>E</b>		<b>AIR</b>
Experience of monitoring staff performance	<b>E</b>		<b>AI</b>
The ability to provide support and advice to the Governing Body to enable it to meet its responsibilities.	<b>E</b>		<b>AI</b>
An understanding of strategic financial planning in relation to its contribution to school improvement and pupil achievement.	<b>E</b>		<b>AI</b>
To have had experience of guiding, coaching, mentoring or training individuals or teams.	<b>E</b>		<b>AI</b>
Maintained a good awareness of current national education policy and strategy.	<b>E</b>		<b>AI</b>

**[D] Experience and knowledge of teaching**

	Essential	Desirable	Source
Successful teaching experience within the primary phase	E		AIR
To have a working and current knowledge and understanding of all 3 Key Stages in the primary phase	E		AIR
Can effectively analyse school data and identify appropriate actions which then form part of the school improvement plan.	E		AIR
Commitment to ensuring inclusion and addressing diversity positively.	E		AI
A sound understanding of how children learn, how teachers can best teach and how to raise achievement for all pupils.	E		AI

**[E] Professional Attributes**

	Essential	Desirable	Source
Able to demonstrate a clear rationale for behaviour management and effective implementation of a range of behaviour management strategies.		D	AI
An ability to communicate effectively, both orally and in writing, with a range of audiences	E		AI
To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice.	E		AIR
A commitment to the professional development for all staff, and self.	E		AI
To have good judgement; able to assess and balance risks and opportunities	E		AI
The ability to plan and prioritise and organise self and others	E		AIR
Show a good commitment to sustained attendance at work	E		AI

**[F] Personal Qualities**

	Essential	Desirable	Source
A passion for achieving the very best outcomes for all children	E		AIR
A clear vision for an innovative, progressive and forward thinking school that can be clearly communicated to the community	E		AIR
The ability to provide inspirational, enthusiastic and innovative educational leadership	E		AIR
A caring and considerate attitude towards children, which values each child's potential and recognises each child as an individual.	E		AIR
Flexibility, initiative and drive to maintain a positive attitude in the face of a challenging and demanding job	E		AIR
An ability to establish effective working relationships with a wide and diverse range of people including pupils, parents, Governors, colleagues, other professionals and wider community	E		AIR
The ability to inspire confidence	E		AIR
Excellent interpersonal skills.	E		AIR
The ability to perform effectively under pressure	E		AIR
Think analytically and creatively, demonstrating initiative in solving problems	E		AI

**[G] Safeguarding**

	Essential	Desirable	Source
Displays commitment to the protection and safeguarding of children and young people	E		AIR
The ability to form and maintain appropriate relationships and personal boundaries with young people.	E		AIR

Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people	<b>E</b>		<b>AI</b>
Will co-operate and work with relevant agencies to protect young people	<b>E</b>		<b>AIR</b>

## **[H] Professional Skills**

Each candidate will be expected to demonstrate knowledge and understanding of the National Standards of Excellence for Headteachers 2015 which also form the basis of the Job Description. Candidates will be expected to show evidence of having applied this knowledge and understanding in their current setting as well as an awareness of how this will be applied in Broadway Primary School.

## **[I] Confidential References and Reports**

Positive recommendation from all referees, including current employer	<b>E</b>
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## **[J] Application Form and Supporting Statement**

*The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post in font 12 and no longer than 3 sides.*