**Person Specification for the Headteacher at Unity College**

***The applicant will be required to safeguard and promote***

***the welfare of children and young people***

Selection decisions will be based on the essential 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.

The criteria below (1 - 38) are all essential requirements.

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| **[A]** | **Qualification requirements** |
|  | Qualified teacher status |
|  | Degree |

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| **[B]** | **Professional Development** |
|  | Evidence of recent and appropriate professional development for the role of Headteacher (for a first time head)**Or**Evidence of ongoing leadership and management professional development (if a serving head) |
|  | Up to date safeguarding training and knowledge of legislation for the protection of young people.  |

| **[C]** | **School leadership and management knowledge and experience** |
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|  | Successful leadership as a Headteacher **OR** Deputy Headteacher **OR** Assistant Headteacher |
|  | Evidence of successfully leading school improvement  |
|  | Evidence of the application of strategies to review, evaluate and improve teaching and learning. |
|  | Experience of leading curriculum development |
|  | Experience of monitoring and developing staff performance  |
|  | Experience of effective budget management and financial analysis |
|  | An understanding of strategic financial planning in relation to its contribution to college improvement and student achievement. |
|  | The ability to provide support and advice to the Governing Board to enable it to meets its responsibilities. |
|  | To have had experience of guiding, mentoring or training individuals or teams. |
|  | Maintains good awareness of current national education policy and strategy. |

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| **[D]** | **Experience and knowledge of teaching** |
|  | Proven excellence in teaching students in the secondary phase |
|  | To have a working and current knowledge and understanding of the curriculum in Key Stages 3 & 4  |
|  | Can effectively analyse college data and identify appropriate actions which then form part of the college’s Towards Outstanding plan ( Improvement Plan) |
|  | Commitment to ensuring inclusion and addressing diversity positively |
|  | A sound understanding of how children learn, how teachers can best teach and how to raise achievement for all students |

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| **[E]** | **Professional Attributes** |
|  | Strong behaviour management skills |
|  | An ability to communicate effectively, both orally and in writing, with a range of audiences |
|  | To be a leader of learning; demonstrating, promoting and encouraging excellent classroom practice |
|  | A commitment to the professional development for all staff, and self |
|  | To be able to assess and balance risks and opportunities |
|  | An ability to engage and work collaboratively with parents and carers |
|  | The ability to plan, prioritise and organise self and others |

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| **[F]** | **Personal Qualities** |
|  | A passion for achieving the very best outcomes for all children |
|  | A clear vision for an innovative, progressive and forward-thinking college |
|  | The ability to communicate the clear vision for the college to all people |
|  | The capacity to provide inspirational, enthusiastic and innovative educational leadership |
|  | A caring and considerate attitude towards children, which values each child's potential and recognises each young person as an individual |
|  | Flexibility, initiative and personal responsibility to maintain a positive attitude in the face of a challenging and demanding job |
|  | 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  |
|  | The ability to inspire confidence |
|  | Excellent interpersonal skills and a good sense of humour |
|  | The ability to perform effectively under pressure |
|  | Think analytically and creatively and demonstrate initiative in solving problems |
|  | The commitment that everyone at Unity College must strive to be “the best that they can be” |

**[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 our school.

**[I] Confidential References and Reports**

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| The successful candidate MUST have positive recommendations from all referees, including current employer |  |

**[J] Application Form and Supporting Statement**

The form must be fully completed and legible.

Please return the application form, with all sections fully completed, together with a supporting letter of application (of no more than three sides A4 Arial font size 11).