Person Specification for
Headteacher at Holme Slack Community 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

	Qualification requirements	**Essential/ Desirable**
1.	Qualified teacher status	**E**
2.	Degree	**E**

[B] Professional Development

		Essential/ Desirable
3.	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)	**E**
4.	Up to date safeguarding training and knowledge of legislation for the protection of young people.	**E**

[C] School leadership and management knowledge and experience

		Essential/ Desirable
5.	Successful leadership as a Headteacher	**D**
6.	Successful leadership as a Deputy Headteacher or Assistant Headteacher	**E**
7.	Evidence of successfully leading school improvement	**E**
8.	Evidence of the application of strategies to review, evaluate and improve teaching and learning.	**E**
9.	Experience of leading curriculum development	**E**
10.	Experience of monitoring staff performance	**E**
11.	Experience of effective budget management and financial analysis	**D**
12.	An understanding of strategic financial planning in relation to its contribution to school improvement and pupil achievement.	**D**
13.	The ability to provide support and advice to the Governing Board to enable it to meet its responsibilities.	**E**

		Essential/ Desirable
14.	To have had experience of guiding, mentoring or training individuals or teams.	**E**
15.	Maintains good awareness of current national education policy and strategy.	**E**

[D] Experience and knowledge of teaching

		Essential/ Desirable
16.	Proven excellence in teaching pupils in the primary phase	**E**
17.	To have a working and current knowledge and understanding of all 3 Key Stages in the primary phase	**E**
18.	Can effectively analyse school data and identify appropriate actions which then form part of the school improvement plan.	**E**
19.	Commitment to ensuring inclusion and addressing diversity positively.	**E**
20.	A sound understanding of how children learn, how teachers can best teach and how to raise achievement for all pupils.	**E**

[E] Professional Attributes

		Essential/ Desirable
21.	Strong behaviour management skills and trauma informed practice	**E**
22.	An ability to communicate effectively, both orally and in writing, with a range of audiences	**E**
23.	To be a leader of learning; demonstrating, promoting and encouraging excellent classroom practice.	**E**
24.	A commitment to the professional development for all staff, and self.	**E**
25.	Have a good commitment to sustaining regular attendance at work	**E**
26.	To be able to assess and balance risks and opportunities	**E**
27.	An ability to engage and work collaboratively with parents and carers.	**E**
28.	The ability to plan, prioritise and organise self and others	**E**

[F] Personal Qualities

		Essential/ Desirable
29.	A passion for achieving the very best outcomes for all children	**E**
30.	The capacity to provide inspirational, enthusiastic and innovative educational leadership	**E**
31.	A caring and considerate attitude towards children, which values each child's potential and recognises each child as an individual.	**E**

32.	Flexibility, initiative and personal responsibility to maintain a positive attitude in the face of a challenging and demanding job	**E**
33.	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**
34.	The ability to inspire confidence	**E**
35.	Excellent interpersonal skills.	**E**
36.	The ability to perform effectively under pressure	**E**
37.	The ability to build, create and then communicate a clear vision for the school	**E**
38.	Think analytically and creatively and demonstrate initiative in solving problems	**E**
39.	Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others	**E**

[G] Safeguarding

		Essential/ Desirable
40.	Displays commitment to the protection and safeguarding of children and young people	**E**
41.	The ability to form and maintain appropriate relationships and personal boundaries with young people.	**E**
42.	Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people	**E**
43.	Will co-operate and work with relevant agencies to protect young people	**E**

[H] Professional Skills

Each candidate will be expected to demonstrate knowledge and understanding of the Headteachers' Standards 2020 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 Holme Slack Community Primary school.

[I] Confidential References and Reports

Positive recommendation from all referees, including current employer and school adviser	**E**

[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 and on ***no more than 3 sides of A4 in a size 12 font****.*