



PERSON SPECIFICATION

Post Title: Head teacher - Holbrook CofE Primary School

Salary Scale: Leadership Range 11-17

Evidence Codes

AF – Application Form

JRT – Job Related Task

D - Documentation

M - Medical

I - Interview

R - References

Job Criteria				
	Essential	Source of Evidence	Desirable	Source of Evidence
Experience	Be able to demonstrate experience in the following:			
	Significant recent and relevant experience as a Head teacher or Deputy Head teacher (at least 3 years.)	AF/I/R		
	A proven track record of either raising attainment or sustaining good or outstanding attainment and progress in a whole school environment.	AF/I/R		
	Successful experience of leading and managing significant change in a school.	AF/I/R		
	Working with and engaging the involvement of external partners and the local community	AF/I/R		
	Planning, determining and organising major curriculum areas.	AF/I		
	Track record of promoting and managing safeguarding procedures in school	AF/I/R		
	Successful teaching of pupils in the primary/Early Years/KS1/KS2 phase	AF/I/R		
Qualifications	DFE recognised qualified teacher status	AF/D	Successful completion of	AF

Job Criteria				
	Evidence of recent continuing professional development	AF/I/D	NPQH Postgraduate qualification	AF/D
Knowledge and Understanding	Be able to demonstrate knowledge and understanding of current issues and best practice including:			
	Safeguarding children and staff including Prevent, FGM, CSE	AF/I	What makes a good/outstanding school	AF/I
	Processes of strategic planning and school self-evaluation	AF/I	Legal issues relating to school management	I
	Different ways to communicate and translate a shared vision into practice	I/JRT		
	Application of new technologies to teaching, learning and management	I		
	Effective use of comparative data and performance indicators to establish targets for achievement and improvement	I/JRT		
	National policy frameworks and current legislation and initiatives	AF/I		
	Principles of effective teaching and assessment for learning	I/JRT		
	Roles and responsibilities of the Governing Body, Academy Trust, the Local Authority and the requirements for accountability	I		
	School budget management and financial responsibilities	AF/I/R		
	People management strategies to maximise the effectiveness of the schools staffing resource	AF/I/JRT		
	Strategies for fostering effective school improvement, including attendance and behaviour for learning	I/JRT		
	Knowledge and understanding of issues that schools in challenging circumstances face	A/I		
Personal and Professional qualities	Strong personal motivation and drive for continued good results	I/R	Demonstrate genuine drive and aspiration for Outstanding results	I
	Exceptional communication skills in a variety of media to a range of audiences including governors, pupils, parents/carers, colleagues and the wider school Community	AF/I/JRT/R		
	The ability to (i) gain and maintain credibility and (ii) Inspire and motivate staff, children and the wider community to engage their active commitment to the shared vision	AF/I/JRT/R		
	A genuine enthusiasm for, and commitment to, the development of the whole child	AF/I/JRT/R		

Job Criteria				
	Commitment to own personal and professional development and that of all staff	AF/I/R		
	A commitment to the well-being and work/life balance of all staff	I/R		
	High order analytical and problem solving skills and the ability to make informed judgements	I/JRT		
	The ability to present oneself confidently and professionally in all situations	AF/I/JRT		
	The ability to communicate effectively (both written and verbal) in a timely way and be receptive to other peoples' opinions	AF/I/JRT		
	Commitment to personal integrity, the values of the school and an ethical, open and collaborative style of management	I/JRT		
	The ability to form and maintain appropriate relationships and personal boundaries with children	I/JRT/R		
	The ability to project the school in a positive way and establish the school at the heart of the community	I/JRT		
	The ability to engage parents in supporting children's learning	I/JRT/R		
	The ability to fill the role of lead professional in classroom practice	AF/I/JRT		
	Evidence of collaborative working and networking with others, within and beyond the school, to sustain a learning community	AF/I/R		
	A commitment to maintain and develop links with St Michaels Church	AF/I		
	The ability to understand and appreciate the school's current strengths and the ways in which these might be further developed	I/JRT		
Job Circumstances	Satisfactory Enhanced DBS and Barred List Check	D		
Equalities	Commitment to ensuring inclusion, addressing diversity and access	I		
	Understanding of and commitment to the pursuit of Inclusion and Equality in respect of pupils, governors, staff and the wider community	I/JRT		