



## Person Specification for

### Headteacher at Burnley St Stephen's CE 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] Faith Commitment

		Essential/ Desirable
1.	Full and active member of a church in membership of Churches Together in England. (This requires evidence of current church involvement and a clear indication of the applicant's beliefs in relation to a Church school).	E

#### To be able to demonstrate their knowledge and understanding of the following in the context of a Church school.

		Essential/ Desirable
2.	Leading school worship	E
3.	A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Christian ethos of the school.	E
4.	How relationships should be fostered and developed between the school, local Church and its community and Diocese of Blackburn	E

#### [B] Qualifications

	Qualification requirements	Essential/ Desirable
5.	Qualified teacher status	E
6.	Degree	E

#### [C] Professional Development

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

#### **[D] School leadership and management knowledge and experience**

		<b>Essential/ Desirable</b>
9.	Successful leadership as a Headteacher, deputy headteacher or assistant headteacher	E
10.	Evidence of successfully leading school improvement	E
11.	Evidence of the application of strategies to review, evaluate and improve teaching and learning.	E
12.	Experience of curriculum leadership and development	E
13.	Experience of working constructively with parents and carers	E
14.	Experience of monitoring staff performance	E
15.	Experience of effective budget management and financial analysis	D
16.	The ability to provide support and advice to the Governing Body to enable it to meet its responsibilities.	E
17.	An understanding of strategic financial planning in relation to its contribution to school improvement and pupil achievement.	D
18.	To have had experience of guiding, coaching, mentoring or training individuals or teams.	E

#### **[E] Experience and knowledge of teaching**

		<b>Essential/ Desirable</b>
19.	Significant teaching of pupils in the primary phase	E
20.	To have a working and current knowledge and understanding of all 3 Key Stages in the primary phase	E
21.	Can effectively analyse school data and identify appropriate actions which then form part of the school improvement plan.	E

#### **[F] Professional Attributes**

		<b>Essential/ Desirable</b>
22.	Strong behavioural management skills	E
23.	An ability to communicate effectively, both orally and in writing, with a range of audience	E
24.	To be a leader of learning demonstrating, promoting and encouraging excellent classroom practice.	E
25.	A commitment to the professional development for all staff, and self.	E
26.	Have a good commitment to sustained attendance at work	E
27.	The ability to plan and prioritise and organise self and others	E

## [G] Personal Qualities

		<b>Essential/ Desirable</b>
28.	A clear vision for an innovative, progressive and forward thinking school and the ability to communicate the clear vision for the school to all people	E
29.	The capacity to provide inspirational, enthusiastic and innovative educational leadership	E
30.	Flexibility, initiative and drive to maintain a positive attitude in the face of a challenging and demanding job	E
31.	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
32.	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

## [H] Safeguarding

		<b>Essential/ Desirable</b>
33.	Displays commitment to the protection and safeguarding of children and young people	E

## [I] 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 for a Headteacher in a VA school. 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 xxx school.

Continued overleaf...

## [J] Confidential References and Reports

34.	Positive and supportive faith reference from the priest/minister where the applicant regularly worships.  Candidates who do not use their Parish priest/minister must give an explanation in the letter of application	E
35.	Positive recommendation from all referees, including current employer	E

## [K] 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. It should be no longer than 3 sides of A4, font size 12.*