

# Headteacher Person Specification

## Christ Church C of E 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).	<b>E</b>

**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	<b>E</b>
3.	Ways of developing religious education and worship	<b>E</b>
4.	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.	<b>E</b>
5.	How relationships should be fostered and developed between the school, local Church and its community and Diocese of Blackburn	<b>E</b>
6.	Ways of leading the spiritual development of all the school community	<b>E</b>

### [B] Qualifications

	Qualification requirements	Essential/ Desirable
7.	Qualified teacher status	<b>E</b>
8.	Degree	<b>E</b>

**[C] Professional Development**

		Essential/ Desirable
9.	Evidence of recent and appropriate professional development for the role of headteacher.	E
10.	Evidence of recent leadership and management professional development	E
11.	Up to date safeguarding training and knowledge of legislation for the protection of young people.	E

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

		Essential/ Desirable
12.	Successful leadership in a senior role	E
13.	Evidence of successfully leading school improvement	E
14.	Evidence of the application of strategies to review, evaluate and improve teaching and learning.	E
15.	Experience of curriculum leadership and development	E
16.	Experience of working constructively with parents	E
17.	Experience of monitoring staff performance	E
18.	Experience of effective budget management and financial analysis	D
19.	The ability to provide support and advice to the Governing Body to enable it to meet its responsibilities.	E
20.	An understanding of strategic financial planning in relation to its contribution to school improvement and pupil achievement.	E
21.	To have had experience of guiding, coaching, mentoring or training individuals or teams.	E
22.	Maintains good awareness of current national education policy and strategy.	E

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

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

**[F] Professional Attributes**

		Essential/ Desirable
28.	Strong behavioural management skills	E
29.	An ability to communicate effectively, both orally and in writing, with a range of audience	E
30.	To be a leader of learning demonstrating, promoting and encouraging excellent classroom practice.	E
31.	A commitment to the professional development for all staff, and self.	E

32.	Have a good commitment to sustained attendance at work	<b>E</b>
33.	To have good judgement; able to assess and balance risks and opportunities	<b>E</b>
34.	A desire to engage and work collaboratively with parents and carers.	<b>E</b>
35.	The ability to plan and prioritise and organise self and others	<b>E</b>

### [G] Personal Qualities

		<b>Essential/ Desirable</b>
36.	A passion for pupil aspiration	<b>E</b>
37.	The capacity to provide inspirational, enthusiastic and innovative educational leadership	<b>E</b>
38.	A caring and considerate attitude towards children, which values each child's potential and recognised each child as an individual.	<b>E</b>
39.	Flexibility, initiative and drive to maintain a positive attitude in the face of a challenging and demanding job	<b>E</b>
40.	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	<b>E</b>
41.	The ability to inspire confidence	<b>E</b>
42.	Excellent interpersonal skills.	<b>E</b>
43.	The ability to perform effectively under pressure	<b>E</b>
44.	The ability to build, create and then communicate a clear vision for the school	<b>E</b>
45.	Think analytically and creatively and demonstrate initiative in solving problems	<b>E</b>
46.	Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others	<b>E</b>

### [H] Safeguarding

		<b>Essential/ Desirable</b>
47.	Displays commitment to the protection and safeguarding of children and young people	<b>E</b>
48.	The ability to form and maintain appropriate relationships and personal boundaries with young people.	<b>E</b>
49.	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>
50.	Will co-operate and work with relevant agencies to protect young people	<b>E</b>

Continued overleaf...

## **[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 Christ Church C of E Primary School.

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

51.	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	<b>E</b>
52.	Positive recommendation from all referees, including current employer	<b>E</b>

## **[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.*