



Person Specification for Headteacher at Westgate 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.	E
4.	Evidence of recent leadership and management professional development	E
5.	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
6.	Evidence of successful leadership as a Headteacher	D
7.	Evidence of successful leadership as a Deputy Headteacher or Assistant Headteacher	E
8.	Evidence of successfully leading school self-evaluation leading to school improvement	E
9.	Experience of working constructively with parents and community	E
10.	Experience of managing staff performance	E
11.	Experience of effective budget management and financial analysis	D
12.	The ability to provide support and advice to the Governing Body to enable it to meet its responsibilities.	D
13.	An understanding of strategic financial planning in relation to its contribution to school improvement and pupil achievement.	E
14.	To have had experience of guiding, coaching, 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.	Successful teaching of 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.	A commitment to ensure high standards in behaviour are maintained	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; encouraging excellent classroom practice with an understanding of the demands of class teaching	E
24.	A commitment to the professional development for all staff, and self.	E
25.	To have good judgement to be able to identify and utilise the strengths of the school and the staff team to move the school forward	E
26.	A desire to engage and work collaboratively with parents and carers.	E

[F] Personal Qualities

		Essential/ Desirable
27.	A passion for achieving the very best outcomes for all children	E
28.	A clear vision to help meet the specific needs of pupils at Westgate Primary School	E
29.	The capacity to provide inspirational, motivational and innovative educational leadership	E
30.	A caring and considerate attitude towards children, which values each child's potential and recognises each child as an individual.	E
31.	An ability to establish effective working relationships with a wide and diverse range of people including pupils, parents, Governors, colleagues, other professionals, wider community and engage fully with all aspects of school life	E
32.	The ability to perform effectively under pressure and maintain a positive attitude	E
33.	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
34.	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
35.	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 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 Westgate Primary School.

[I] Confidential References and Reports

Positive recommendation from all referees, including current employer	E
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[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.

