

**Person Specification**

**Post Title – Headteacher**

**Group Size : 7**

This Person Specification should be read in conjunction with the Job Description for this role  
Method of recruitment and appointment:

The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the Essential Criteria.

The **Assessment** column shows how the panel will obtain the necessary information about you. AF = Application form; I = Interview; C = Certificates; A = Assessment

**Selection Criteria**

<b>1. Training, Qualifications and Experience</b>		<b>Assessment</b>	<b>Essential</b>	<b>Desirable</b>
1.1	Qualified Teacher Status and degree.	AF/CC	X	
1.2	Evidence of recent substantial commitment to personal and professional development.	AF/I/A	X	
1.3	Experience of leading collaborative development work with other schools.	AF/I/A	X	
1.4	Successful and sustained impact as a senior leader, such as Headteacher or Deputy Headteacher	AF/I/A	X	
1.5	Experience of working in more than one school or educational setting with management responsibilities.	AF/I/A		X
1.6	Substantial successful SEND teaching experience within the 11-19 age range with a wide range of pupil need	AF	X	
1.7	Recent and sustained experience of significant school improvement.	AF/I/A	X	
1.8	Recent track record of leading change effectively.	AF/I/A	X	
1.9	Track record of using effective strategies for monitoring and evaluating the quality of teaching and pupil achievement, and meeting the special educational needs of all pupils at the school.	AF/I/A	X	
1.10	Track record of using positive strategies to promote inclusion, community cohesion and equal opportunities.	AF/I/A	X	
1.11	Experience of effective school development/action planning/monitoring and self-evaluation processes.	AF/I/A	X	
1.12	Experience of working within the legislative framework for pupils with Additional Educational Needs, Special Educational Needs and/or Disability	AF/I/A	X	
1.13	Evidence of the ability to evaluate assessment and data to set challenging targets for improvements.	AF/I/A	X	
1.14	Up to date safeguarding training and knowledge of legislation for the protection of young people.	AF/I/A	X	
1.15	Experience of and a commitment to, system leadership, being proactive in creating partnerships with other schools, community groups and agencies to improve opportunities for children with SEND.	AF/I/A	X	
1.16	Experience of strategies to develop pupils' personal development, behaviour and wellbeing.	AF/I/A	X	
1.17	Experience in effectively managing financial resources and a delegated budget.	AF/I/A	X	
1.18	Experience in planning, reviewing and evaluating resources effectively.	AF/I/A	X	
1.19	Ability to plan, set objectives and priorities and monitor progress at an operational level.	AF/I/A	X	

<b>2. Skills and Knowledge</b>				
2.0	National Professional Qualification for Headship (NPQH)	AF/CC		X
2.1	Evidence of further study such as specialist qualification in SEN or SEN leadership	AF/CC		X
2.2	Awareness and understanding of issues facing special schools (including multi-site)	AF/I/A	X	
2.3	The ability to work in accordance with the Headteacher Standards.			
2.4	Ability to enable and empower governors to fulfil their roles and responsibilities.	AF/I/A	X	
2.5	Ability to motivate and support all staff including development of leadership at all levels.	AF/I/A	X	
2.6	To inspire and lead a team effectively, delegate appropriately and manage the performance of individual staff members	AF/I/A	X	
2.7	Ability to develop high quality staff in line with the school improvement priorities.	AF/I/A	X	
2.8	Ability to articulate a clear personal philosophy for education and special education.	AF/I/A	X	
2.9	An ability to lead the school with a clear vision, direction and aspirations.	AF/I/A	X	
2.10	A proven ability to establish and sustain excellent relationships with parents, pupils, governors, staff, and the wider community.	I/A	X	
2.11	An ability to analyse data and use to set targets and identify areas for development	AF/I/A	X	
2.12	The ability to ensure agreed actions are implemented, promoting and maintaining high positive standards, monitoring progress and accountability for achievement of pupil outcomes	AF/I/A	X	
2.13	The ability to develop the whole child including spiritual, moral, social, cultural and academic aspects of development	AF/I/A	X	
2.14	Commitment to maintain and strengthen the positive ethos of the school.	AF/I/A	X	
2.15	Knowledge and understanding of the issues in designing and implementing a curriculum for a range of multiple additional needs, including post-16, and how these relate to the National Curriculum and future life pathways.	AF/I/A	X	
2.16	An up to date understanding of SEND national education policy, educational developments and the statutory and legal framework in which a school operates	AF/I/A	X	
2.17	Commitment to engaging and promoting the extended provision within the school, the local community and other agencies, especially the Local Authority	I/A	X	
2.18	Ability to empathise and engage with the cultural and contextual needs of local communities.	AF/I/A	X	
2.19	Ability to communicate effectively with a wide range of stakeholders in accurate spoken and written English.	AF/I/A	X	
<b>3. Personal Qualities</b>				
3.1	Flexible leadership style, hands-on when required and knowing when to delegate	I/A	X	
3.2	Leading by example, with integrity and resilience, showing compassion and empathy as and when required	I/A	X	
3.3	Ability to foster an open, transparent and equitable attitude and deal effectively with difficult conversations and conflict at every level	I/A	X	
3.4	Ability to work under pressure and prioritise effectively	I/A	X	
3.5	Commitment to maintaining confidentiality at all times	I/A	X	
3.6	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	I/A	X	
3.7	Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position	I/A	X	

