



## Person Specification for the post of Headteacher Forsbrook C.E (VC) Primary School

**Prepared By:** The Governing Body

**Date:** May 2022

Listed below are the requirements that the governors consider to be necessary in undertaking the role of Headteacher at Forsbrook C.E (VC) Primary School.

| Attributes                         | Requirements   | Essential/Desirable | Measurement     |
|------------------------------------|--|---------------------|-----------------|
| <b>Qualifications</b>              | Qualified Teachers Status  | Essential           | APP             |
|                                    | Honours Degree or equivalent   | Essential           | APP             |
|                                    | Recent and relevant ongoing CPD  | Essential           | APP F/I         |
|                                    | NPQH or currently studying towards it  | Desirable           | APP             |
| <b>Experience</b>                  | Recent and relevant experience as a Senior Leader  | Essential           | APP F/I LOA     |
|                                    | A proven track record of raising achievement through successful leadership                           | Essential           | APP F/I LOA     |
|                                    | Working with and engaging the involvement of external partners and the local community               | Desirable           | APP F/I LOA     |
| <b>Knowledge and understanding</b> | Knowledge and understanding of current issues and best practice including:                           |                     |                 |
|                                    | Safeguarding children and young people   | Essential           | APP F/I LOA ASS |
|                                    | What constitutes a good and outstanding school?  | Essential           | APP F/I LOA ASS |
|                                    | The process of strategic planning and school self-evaluation   | Essential           | APP F/I LOA ASS |
|                                    | Ways to communicate and translate a shared vision into practice                                      | Essential           | APP F/I LOA ASS |
|                                    | Leading the management of change   | Essential           | APP F/I LOA ASS |
|                                    | Application of new technologies to teaching, learning and management                                 | Essential           | APP F/I LOA ASS |
|                                    | Comparative data and performance indicators to establish benchmarks and set targets for improvements | Essential           | APP F/I LOA ASS |
|                                    | National policy framework and current educational legislation and initiatives                        | Essential           | APP F/I LOA ASS |

|                           |   |           |                 |
|---------------------------|---|-----------|-----------------|
|                           |   |           |                 |
|                           | Principles of effective teaching and assessment for learning  | Essential | APP F/I LOA ASS |
|                           | Roles and responsibilities of governing bodies, local authorities and the requirements of accountability.   |           | APP F/I LOA ASS |
|                           | School budget management and financial responsibilities   | Essential | APP F/I LOA ASS |
|                           | Strategies for fostering school improvement, including attendance and behaviour for learning  | Essential | APP F/I LOA ASS |
|                           | Equal opportunities and commitment to their pursuit   | Essential | APP F/I LOA ASS |
|                           | Legal issues relating to school management  | Essential | APP F/I LOA ASS |
| <b>Personal Qualities</b> | Commitment to the welfare and safeguarding of young people  | Essential | APP F/I LOA ASS |
|                           | Commitment to the Christian Faith and ethos of the school   | Essential | APP F/I LOA ASS |
|                           | Strong personal motivation and drive to ensure school improvement   | Essential | APP F/I LOA ASS |
|                           | A genuine enthusiasm for, and commitment to, the development of young people, and concern for the development of colleagues and members of the wider school community | Essential | APP F/I LOA ASS |
|                           | The ability to inspire, motivate staff, pupils and the wider community and engage their active commitment to your vision  | Essential | APP F/I LOA ASS |
|                           | Commitment to ensuring inclusion, addressing diversity and access   | Essential | APP F/I LOA ASS |
|                           | Commitment to own personal and professional development and that of all staff   | Essential | APP F/I LOA ASS |
|                           | High order analytical and problem-solving skills and the ability to make informed judgements  | Essential | APP F/I LOA ASS |
|                           | Excellent communication skills in a variety of media to a range of audiences including students, parents/carers, colleagues and the wider school community            | Essential | APP F/I LOA ASS |
|                           | The ability to project the school in a positive way and continue to enhance its standing and role at the heart of the community                                       | Essential | APP F/I LOA ASS |
|                           | The ability to engage parents in supporting children's learning   | Essential | APP F/I LOA ASS |

|  |  |           |                 |
|--|--|-----------|-----------------|
|  | The ability to fill the role of lead professional in classroom practice  | Essential | APP F/I LOA ASS |
|  | Commitment to an open, collaborative style of management   | Essential | APP F/I LOA ASS |
|  | Evidence of collaborative working and networking with others, within and beyond the school to build and sustain a learning community | Essential | APP F/I LOA ASS |
|  | The ability to understand and appreciate the school's current strengths and the ways in which these might be further developed       | Essential | APP F/I LOA ASS |
|  | The ability to form and maintain appropriate relationships and personal boundaries with young people                                 | Essential | APP F/I LOA ASS |
|  | The ability to promote a school culture and curriculum which takes into account the richness and diversity of a wider community      | Essential | APP F/I LOA ASS |

**MEASURED BY KEY:**

APP = Application form

LOA = Letter of Application

ASS = Assessment activities

F/I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours and;
- Attitudes to use of authority and maintaining discipline

***If a candidate is short-listed any relevant issues arising from his or her references will be taken up at interview.***