

Person Specification – Head teacher  
**Sutton Manor Community Primary School**

<b>Knowledge</b>	<b>E = Essential D = Desirable</b>	<b>Identified by</b>
A comprehensive understanding of what constitutes outstanding teaching and learning	E	A/I
Knowledge of current developments relating to the curriculum and assessment at relevant Key Stages and an understanding of how data can be used to improve performance	E	A/I
A complete understanding of the school improvement cycle and the importance of monitoring and evaluation	E	A/I
An understanding of, and commitment to, meeting the needs of all pupils paying due regard to inclusive practice	E	A/I
Recognition of the importance of strategic financial planning and the principles of best practice in relation to budgetary management	E	A/I
<b>Skills and Abilities</b>	<b>E = Essential D = Desirable</b>	<b>Identified by</b>
Excellent and proven leadership skills	E	A/I
Outstanding communicator	E	A/I
Effective interpersonal skills with pupils, staff and other stakeholders	E	A/I
Proven ability to lead school improvement and improve standards	E	A/I
The ability to create a vision and develop an ethos that meets, or even exceeds, the aspirations of pupils, staff parents and governors	E	A/I
The ability to manage resources effectively in order to ensure value for money and quality school effectiveness	E	A/I
The ability to embrace, manage and facilitate change	E	A/I
Proven ability to think analytically and creatively and demonstrate initiative in solving problems	E	A/I
The ability to develop a culture of effective relationships and communications structure with all members of the community, listening, reflecting and acting on feedback	E	A/I
Able to engage in dialogue that builds partnerships	E	A/I
<b>Experience</b>	<b>E = Essential D = Desirable</b>	<b>Identified by</b>
Relevant experience of teaching pupils in relevant Key Stage	E	A

Significant strategic leadership experience at headteacher or deputy headteacher level	E	A
Experience of strategic leadership in more than one school	D	A/I
Experience of bringing about significant improvement in the quality of learning and teaching in a school resulting in outstanding practice	E	A/I
Experience of supporting staff in their personal/professional development including performance management	E	A/I
Experience as a Headteacher	D	A/I
Experience as a Deputy/Assistant Headteacher	E	A/I
Proven experience of managing a budget	E	A/I
Experience of managing and resolving conflict	E	A/I
<b>Qualification</b>	<b>E = Essential D = Desirable</b>	<b>Identified by</b>
Qualified teacher status	E	A
To hold NPQH qualification	D	A
<b>Personal Qualities required of the Candidate</b>	<b>E = Essential D = Desirable</b>	<b>Identified by</b>
Inspirational	E	A/I
Innovative	E	A/I
Passionate about teaching and learning	E	A/I

I - Interview process  
A - Application form