

**RAINFORD BROOK LODGE COMMUNITY PRIMARY SCHOOL
HEADTEACHER**

PERSON SPECIFICATION/SELECTION CRITERIA

*The applicant will be required to safeguard and promote
the welfare of children and young people*

(A) TRAINING AND QUALIFICATIONS

	Essential	Desirable	Source A – application I – interview R – references
Qualified teacher status	✓		A
Degree	✓		A
Evidence of continued personal and professional development e.g. Advanced Diploma, Post Graduate Certificate, Management Training	✓		A
Meet the requirements re: the National Professional Qualification for Headship		✓	A

(B) EXPERIENCE OF TEACHING AND SCHOOL MANAGEMENT

	Essential	Desirable	Source
Teaching experience in more than one school		✓	A
Proven successful teaching experience across the primary range	✓		A
Strategic leadership experience at Deputy or Assistant Headteacher level in a primary school	✓		A

Leadership and Management role in:

> the school improvement cycle including the importance of monitoring and evaluation	✓		A,I
> curriculum review, management and development	✓		A,I
> establishing and developing effective policies and procedures	✓		A,I
> data analysis and target setting	✓		I
> evaluating the quality and effectiveness of teaching and learning	✓		I
> directing, co-ordinating and motivating others	✓		A,I

Experience and Involvement in:

> staff selection, deployment and development	✓		A,I
> resources and financial management		✓	A,I
> developing school reputation and role in the community	✓		I
> Developing extended services		✓	I
> the key National Strategies		✓	I
> appropriate safeguarding policies and procedures	✓		A,I
> curriculum or other educational development at Authority / Regional / National level		✓	A,I
> bringing about significant improvement in the quality of learning and teaching in a school and / or maintaining	✓		A,I

the highest standards.			
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(C) PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to the phase and of their implications for a school.

	Essential	Desirable	Source
Pupils' educational, physical, personal and emotional development	✓		A,I
Pupils' spiritual, moral, social and cultural development	✓		A,I
The Headteacher's relationship to the Governing Body and their leadership role within the school	✓		I
Inclusive education including the happiness, well-being, self esteem and progress of all children, staff and Governors	✓		A,I
Understanding of and commitment to the new Primary curriculum including developments relating to the assessment at relevant key stages	✓		I
Understanding the school's role in the community	✓		I

(D) PERSONAL SKILLS AND ABILITIES

Applicants should be able to demonstrate that they have the necessary personal skills and abilities required for the post.

	Essential	Desirable	Source
Ability to lead, motivate, innovate, inspire and establish a mutually agreed vision	✓		A,I
Able to communicate both orally and in writing to a range of audiences, and to be a good listener	✓		A,I
Effective interpersonal skills in a range of contexts	✓		A,I
Ability to work under pressure and meet deadlines	✓		I
Self confidence, personal impact and presence	✓		I
Ability to think analytically and flexibly	✓		A,I
Commitment, enthusiasm and integrity	✓		A,I
Ability to lead, motivate and manage change	✓		A,I
Ability to seek advice and support when necessary	✓		I
Ability to establish and develop effective teams including the Governing Body	✓		A,I
Ability to foster effective relationships with parents and wider community	✓		I

(E) OTHER REQUIREMENTS

	Essential	Desirable	Source
Application forms should be completed in full	✓		A

Letter should be: (No CVs)

Clear and concise	✓		A
Underpinned by personal philosophy for primary education	✓		A
Clear in addressing the criteria identified in the person specification	✓		A

(F) CONFIDENTIAL REFERENCES

	Essential	Desirable
Two written professional references, one from your current Local Authority confirming professional and personal knowledge, skills and abilities referred to above.	✓	
Confirmation of suitability to work with children	✓	
Positive recommendation from current / most recent employer	✓	

March 2015