

Headteacher Person Specification

Assessment Criteria	Essential Desirable	Evidenced by:
Qualifications and CPD		
1. Graduate level qualification or equivalent and QTS.	Essential	Application
2. Evidence of suitability to work with children.	Essential	Relevant docs
3. Evidence of continuous professional development relevant to the role of Headteacher.	Essential	Application
4. Significant experience as a senior leader in 11-19 secondary education.	Essential	Application
5. Experience as Headteacher.	Desirable	Application
Qualities and knowledge		
Candidates should demonstrate their ability to:		
6. Think strategically and take a leading role in working with the Staff, Senior Leadership Team and Governing Body.	Essential	Application Interview
7. Communicate a collaborative vision of excellence and equality that sets high standards for every pupil and member of staff.	Essential	Interview
Displaying evidence of :		
8. The drive for continuous improvement by making best use of opportunity as and when it arises.	Essential	Application Interview
9. Inspiring, motivating and empowering colleagues through the development and leadership of successful teams.	Essential	Application Interview
10. A wide knowledge of current and proposed education policy and the legal framework within which schools must operate.	Essential	Application Interview
11. Listening to and responding to the contribution of others.	Essential	Application Interview
12. Behaviour that befits the Lead professional and role model for all in Crofton Academy.	Essential	Application Interview
Committed to :		
13. Removing the barriers to learning for all pupils, being their champion and an Ambassador for the Academy.	Essential	Interview
14. Ensuring and promoting the safeguarding and welfare of all in the Academy.	Essential	Application Interview
15. Inclusion and achieving wider opportunities for pupils.	Essential	Interview

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Leading Teaching and Learning		
Candidates should demonstrate their ability to:		
16. Promote and achieve high standards of teaching and learning, raising progress, attainment and destinations of pupils across the 11-19 range.	Essential	Application Interview
17. Demonstrate a clear understanding of the key elements necessary for excellent teaching and learning.	Essential	Interview
18. Understand the importance of curriculum design and delivery in creating rich learning opportunities for pupils and their well-being.	Essential	Interview
19. Implement strategies to promote inclusion, access and equality of opportunity.	Essential	Application Interview
20. Implement an ethos of the highest standards of pupil behaviour and attendance.	Essential	Application Interview
Displaying evidence of:		
21. Leading whole school improvement initiatives that have a demonstrable impact on pupil achievement.	Essential	Application Interview
22. Significant and relevant teaching experience in secondary schools.	Essential	Application
23. Experience of teaching in two or more schools.	Desirable	Application
24. Curriculum or Pastoral leadership roles.	Desirable	Application
Committed to:		
25. Embracing change and innovation with enthusiasm in the promotion of new strategies relevant to teaching and learning.	Essential	Application Interview
26. Celebrating excellence and providing support and challenge to poor performance.	Essential	Application
Systems and Processes		
Candidates should demonstrate their ability to:		
27. Manage the Academy efficiently and effectively on a day to day basis, delegating management tasks and monitoring their implementation as appropriate.	Essential	Application Interview
28. Create a safe, calm and well ordered environment for all pupils and staff.	Essential	Interview
29. Understand and implement curriculum led, strategic financial planning and budgetary management for short, medium and long term Academy improvement.	Essential	Application Interview
30. Establish rigorous, fair and transparent systems for managing the performance of all staff.	Essential	Interview
31. Promote the relationship between self-evaluation, continuous professional development, and sustained Academy improvement.	Essential	Interview
32. Combine the outcomes of regular wide ranging Academy reviews with external evaluations in order to develop the Academy.	Essential	Interview
33. Distributing effective leadership throughout the Academy, forging teams of colleagues who have distinct roles, responsibilities and hold each other to account for their decision making.	Essential	Interview

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<p>34. Develop and maintain effective relationships with the governing body and the Chair of governors in particular to ensure effective governance of the Academy.</p>	Essential	Interview
<p>Displaying evidence of:</p> <p>35. Playing a significant role in the day to day management of a secondary school.</p>	Essential	Application Interview
<p>36. Previous involvement in the financial management process in a secondary school.</p>	Desirable	Application
<p>37. Involvement in whole school self-evaluation and development planning.</p>	Essential	Application
<p>38. Effective teams of staff that you have developed and led.</p>	Essential	Assessment
<p>39. Significant, positive interaction with a school Governing Body.</p>	Essential	Application Interview
<p>Committed to:</p> <p>40. Identifying and meeting the professional development needs of self and all staff through monitoring, evaluation and performance management.</p>	Essential	Interview
<p>41. Holding staff to account for their personal and professional conduct.</p>	Essential	Interview
<p>42. Developing a culture where ambiguity, uncertainty and conflict are managed fairly and consistently.</p>	Essential	Interview
<p>43. Leading by example, with integrity, creativity, resilience and clarity.</p>	Essential	Reference Interview
Wider contribution and engagement.		
<p>Candidates should demonstrate their ability to:</p> <p>44. Build, develop and maintain effective relationships with parents, carers and all members of the Academy and wider community to enhance the education of all pupils.</p>	Essential	Reference Interview
<p>45. Harness the resources of all the relevant support agencies to support pupils of the Academy.</p>	Desirable	Application
<p>46. Ensure the Academy plays its part in forming working and sustainable relationships with stakeholders and partners e.g. formally in Federations, Trusts, MAT, TSA or informally in other partnership contexts.</p>	Essential	Application
<p>Displaying evidence of:</p> <p>47. Previous, successful community and industry based projects that have directly or indirectly impacted on pupil outcomes.</p>	Essential	Interview
<p>48. Outreach work that has had measurable impact in other schools.</p>	Essential	Interview
<p>49. Experience of leadership work within an extended system e.g. Federation, Trust, Chain or MAT.</p>	Desirable	Application
<p>Committed to :</p> <p>50. Effective team work and collaboration within the Academy and external partners.</p>	Essential	Application Interview
<p>51. Working to support other schools.</p>	Desirable	Application

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