

Person Specification for Headteacher

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

Selection decisions will be based on the criteria below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met and the ability to fulfil the job description for the post.

Candidates failing to meet any of the essential criteria will automatically be excluded at any stage of the process.

The appointing panel will use a combination of assessment tools to determine each candidate's suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the application form (A), supporting statement, information gathered during the interview process (I), certificate checking (CC) and references (R).

A: Qualifications

Qualification requirements	Essential	Desirable	Source
Qualified teacher status	X		A/CC
Degree	X		A/CC
Achieved or working towards NPQH		X	A/CC

B: Professional Development

	Essential	Desirable	Source
Evidence of recent and appropriate professional development for the role of headteacher.	X		A
Evidence of recent leadership and management professional development within a secondary school.	X		A
Up to date safeguarding training and knowledge of legislation for the protection of young people.	X		A

C: School Leadership and Management Knowledge and Experience

	Essential	Desirable	Source
Successful leadership as a Headteacher		X	A
Successful leadership as a Deputy Headteacher	X		A
Evidence of successfully leading school improvement	X		A/I
Evidence of the application of strategies to review, evaluate and improve teaching and learning.	X		A/I
Experience of curriculum leadership and development	X		A/I
Experience of working constructively with parents/carers	X		A/I
Experience of monitoring staff performance	X		A/I
Experience of effective budget management and financial analysis	X		A/I

The ability to provide advice and to work with the Governing Body to enable it to meet its responsibilities.	X		A/I
The ability to delegate responsibility effectively and appropriately in managing the organisation.	X		A/I
An understanding of strategic financial planning in relation to its contribution to school improvement and student achievement.		X	A/I
To have had experience of guiding, coaching, mentoring or training individuals or teams.	X		A/I
Sound knowledge of current and future educational developments	X		A/I

D: Experience and knowledge of teaching

	Essential	Desirable	Source
Successful teaching of students in the secondary phase	X		A/R
Can effectively analyse school data and identify appropriate actions which then form part of the school improvement plan.	X		A/I
Commitment to ensuring inclusion and addressing diversity positively.	X		A/I
A sound understanding of how children learn, how teachers can better teach and how to raise achievement for all students.	X		A/I/R
Experience of teaching neurodiverse students in a non-mainstream setting.		X	A/I
An understanding of SEMH needs of both students and staff, including those with SEND.		X	A/I
Experience in at least two schools		X	A/R

E: Professional Attributes

	Essential	Desirable	Source
An ability to create a positive school environment where staff and students thrive	X		A/R
An ability to communicate effectively, both orally and in writing, with a range of audiences	X		A/I
To be an effective and inspirational leader of learning, demonstrating, promoting and encouraging excellent classroom practice.	X		A/I/R
A commitment to inspire and support staff, encourage professional growth, and manage performance.	X		A
Have a good commitment to sustained attendance at work	X		A
Demonstrable ability to engage and work collaboratively with parents and carers.	X		A/I
The ability to effectively plan, prioritise and organise self and others	X		A/R
The ability to develop and promote a distinctive curriculum that meets the needs of all learners	X		A

F: Personal Qualities

	Essential	Desirable	Source
The capacity to provide inspirational, enthusiastic and innovative educational leadership	X		A/I
A caring and considerate attitude towards children, with a passion for achieving the very best outcomes for all	X		I/R
Flexibility, initiative and drive to maintain a positive attitude in the face of a challenging and demanding job	X		A/I
An ability to establish effective working relationships with a wide and diverse range of people including students, colleagues, parents, governors, colleagues, other schools, professionals and wider community	X		A/I/R
The ability to nurture and inspire confidence and perform effectively under pressure	X		I
The ability to build, create and then communicate a clear vision for the school	X		I
Think analytically and creatively, and demonstrate initiative in solving problems	X		A/I/R
Be aware of their own strengths and areas for self-development.	X		A/I
Evidence of taking an active role in all aspects of school life	X		A/I

G: Safeguarding

	Essential	Desirable	Source
Displays commitment to the protection and safeguarding of children and young people	X		A/I/R
The ability to form and maintain appropriate relationships and personal boundaries with young people.	X		A/I/R
Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people	X		A/I/R
Will co-operate and work with relevant agencies to protect young people	X		A/I/R

H: Professional Skills

Each candidate will be expected to demonstrate knowledge and understanding of the Headteachers Standards 2020 which also form the basis of the Job Description for a Headteacher in a Local Authority school.

Candidates will be expected to show evidence of having applied this knowledge and understanding in their current setting as well as an awareness of how this will be applied in Lostock High School.

In addition, the Headteacher will be expected to work with the governors to set annual personal objectives within the framework of these standards:

- Culture and Ethos
- Curriculum and Teaching
- Organisational effectiveness including Governance and Accountability

Candidates are therefore asked to structure their supporting statement under the above headings.

I: Confidential References and Reports

Positive recommendation from current employer	E
Positive recommendation from Local Authority or MAT (as appropriate)	E

J: Application Form and Supporting Statement

The current relevant Trafford Council application form must be fully completed and legible. The supporting statement should not exceed 1500 words in length, be clear, concise and related to the post and setting applied for following the guidance outlined in section H above. Where typed Trebuchet MS font, size 11 should be used.