



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	Essential	Desirable	Source
Qualified teacher status	X		A/CC
Degree	X		A/CC
NPQH or equivalent		X	A/CC
B: Professional Development			
Evidence of recent and appropriate professional development for the role of headteacher	X		A
Evidence of recent leadership and management in long term strategic planning and own professional development	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			
Successful leadership as a Headteacher		X	A
Successful leadership as part of a senior leadership team	X		A
Evidence of working in more than one school in a senior post		X	A
Evidence of successfully leading school improvement	X		A/I
Experience of curriculum leadership and development. Leading the delivery of a distinctive broad and balanced curriculum for all pupils	X		A/I
Uphold the inspiring, positive ethos of Navigation Primary	X		
The ability to provide support and advice to the Governing Body to enable it to meet its responsibilities		X	A/I
Experience of effective budget management	X		A/I
A strong understanding of strategic financial planning in relation to its contribution to school improvement and pupil achievement		X	A/I
To have had experience of guiding, coaching, mentoring or training individuals or teams	X		A/I

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Maintains good awareness of current national education policy and strategy	X		A/I
Understand the importance of upholding an environment in which staff feel supported and valued.	X		A/I
D: Experience and knowledge of teaching	Essential	Desirable	Source
To have a working and current knowledge and understanding of all 3 Key Stages in the primary 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
Secure knowledge of the SEND Code of Practice	X		A/I
A sound understanding of how children learn, how teachers can better teach and how to raise achievement for all pupils	X		A/I/R
Experience of OFSTED visit(s) as an SLT		X	A/I
E: Professional Attributes			
An ability to create a positive school environment where staff and pupils 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 the professional development for all staff, and self	X		A
Demonstrable ability to engage and work collaboratively with parents/ carers, and the wider community	X		A/I
The ability to effectively plan, prioritise and organise self and others	X		A/R
F: Personal Qualities	Essential	Desirable	Source
A caring and considerate attitude towards children, with a passion for achieving the very best outcomes for all	X		I/R
Think analytically and creatively and demonstrate initiative in solving problems. Be flexible and driven when addressing challenges.	X		A/I
An ability to establish effective working relationships with a wide and diverse range of people including pupils, colleagues, parents, governors, other schools, professionals and wider community	X		A/I/R
The ability to nurture and inspire confidence	X		I
The ability to build, create and then communicate a clear vision for the school	X		I
Be aware of their own strengths and areas for development.	X		A/I
Evidence of taking an active role in all aspects of school life	X		A/I

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G: Safeguarding			
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
Be proactive in developing pupil and parent awareness of the increasing safeguarding required with use of technology, particularly social media and AI.	X		A/I/R
H: Professional Skills			
<p>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 LA school.</p> <p>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 Navigation Primary School.</p> <p>In addition, the Headteacher will be expected to work with the governors to set annual personal objectives and school financial budgets within the framework of these standards:</p> <ul style="list-style-type: none"> • Culture and Ethos • Curriculum and Teaching • Organisational effectiveness including Governance and Accountability <p>Candidates are therefore asked to structure their supporting statement under the above headings.</p>			
I: Application Form and Supporting Statement			
<p>The current relevant Trafford Council application form (enclosed) must be fully completed and legible. The supporting statement should not exceed 1600 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 Ariel font, size 11 and 1.5 line spacing should be used.</p>			