

Person Specification – Headteacher

1. Leadership Skills – the ability to lead people to work successfully together towards common goals		
a	Engage and inspire pupils, staff, parents, carers, governors and the wider community	Essential
b	Set and articulate a clear and compelling vision for the future with the ability to see things as a whole, identify key issues and to draw elements together to determine long term goals and strategy	Essential
c	Be a role model for pupils and staff	Essential
d	Command credibility and respect, by modelling confidence and professionalism	Essential
e	Build, support and challenge high performing teams with the ability to instil a 'no blame' culture and a willingness to intervene quickly when there is performance issues	Essential
f	Demonstrate inclusivity at all times	Essential
g	To embrace and drive change through to successful completion whilst ensuring that there is 'buy in' from all parties so they share a common vision and ownership of the changes	Essential
h	Foster a collective responsibility amongst all staff for the success of all pupils	Essential
i	Work in a genuinely collaborative outward facing way to build networks that support, challenge and improve practice	Essential
j	To use your initiative to think creatively and imaginatively to anticipate and solve problems, make timely decisions and identify opportunities	Essential
k	Be prepared to take appropriate risks	Essential
l	To demonstrate the ability to achieve a quality focus on every aspect of school life	Essential
2. Self-management skills		
a	Deal positively with pressure	Essential
b	Ability to plan and self-organise through effective self-management in order to deliver what is required within deadlines and to prevent future problems	Essential
c	Achieve challenging professional goals	Essential
d	Take responsibility for your own professional development	Essential
3. Personal Qualities		
a	Personal impact and presence	Essential
b	Intellectual ability	Essential
c	Excellent communication and interpersonal skills with the ability to impart accurate information (both verbally and written) and to be receptive to other people's opinions	Essential
d	Strongly self-motivated, dynamic and enthusiastic	Essential

e	Self-confidence	Essential
f	Ability to remain optimistic even in challenging circumstances	Essential
g	Influencing and persuading skills	
h	Resilience and perseverance with the ability to cope under pressure	Essential
i	Reliability and integrity- in particular a commitment to the values of CSET	Essential
j	Compassion and empathy	Essential
k	A team player	Essential
l	Able to demonstrate that you are suitable to work with children and young people	Safeguarding essential
m	Able to demonstrate a commitment to safeguarding and promoting the welfare of children and young people	Safeguarding essential
4. Training and qualifications		
a	Qualified teacher status or other equivalent qualification	Essential
b	Good honours degree or equivalent	Essential
c	A higher degree or management qualification	Desirable
d	Evidence of continuous professional development relevant to the post	Essential
5. Special knowledge, skills and expertise		
a	Knowledge and understanding of educational developments	Essential
b	Exemplary teaching skills	Essential
c	A proven track record of raising achievement	Essential
d	Experience of working with school governors	Desirable
e	Proven record of successful leadership and management at senior level	Essential
f	Clear understanding and effective use of self-evaluation processes	Essential
g	Make sound decisions based upon the seeking of critical information followed by analysis, interpretation and understanding of relevant data and evidence	Essential
h	Well-developed coaching and mentoring skills	Desirable
i	Clear understanding and commitment to the potential of ICT for transforming teaching and learning	Desirable
6. Beliefs and Values		
a	Committed to Inclusive Education	Essential
b	Love of working with young people	Essential
c	Ability to evidence a personal drive for all pupils to achieve their potential	Essential
d	Belief that more is achieved together than alone	Essential