



Central Co-operative Learning Trust

Person Specification for the post of Headteacher

Prepared By: The Governing Body and CCLT Trust

Date: September 2023

Listed below are the requirements that the governors consider to be necessary in undertaking the role of Headteacher.

Attributes	Requirements	Essential/ Desirable	Measurement
Qualifications	<ul style="list-style-type: none"> Qualified Teacher Status Honours Degree or equivalent Recent and relevant ongoing CPD NPQH or further qualification 	Essential Essential Essential Desirable	APP APP APP F/I APP
Experience	<ul style="list-style-type: none"> Recent and relevant experience as a primary Senior Leader A proven track record of raising achievement through successful leadership Working with and engaging the involvement of external partners and the local community Experience of successful collaboration with other schools 	Essential Essential Desirable Desirable	APP F/I LOA APP F/I LOA APP F/I LOA APP F/I LOA
Knowledge and Understanding	Knowledge and understanding of current issues and best practice including: <ul style="list-style-type: none"> Safeguarding children and young people What constitutes a good and outstanding school Teaching pedagogy and research The process of strategic planning and school self-evaluation Ways to communicate and translate a shared vision into practice Leading the management of change Application of new technologies to teaching, learning and management 	Essential Essential Desirable Essential Essential Essential Essential Essential Essential	APP F/I/ LOA ASS APP F/I/ LOA ASS APP F/I/ LOA ASS APP F/I/ LOA ASS APP F/I/ LOA ASS APP F/I/ LOA ASS APP F/I/ LOA ASS APP F/I/ LOA ASS APP F/I/ LOA ASS

	<ul style="list-style-type: none"> • Comparative data and performance indicators to establish benchmarks and set targets for improvements • National policy framework and current educational legislations and initiatives • Principles of effective teaching and assessment for learning • Roles and responsibilities of Trust boards, local governing boards, local authorities and the requirements of accountability • School budget management and financial responsibilities • Strategies for fostering school improvement, including attendance and behaviour for learning • Equal opportunities and commitment to their pursuit • Legal issues relating to school management • Good understanding of the current Ofsted Framework 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>APP F/I/ LOA ASS</p> <p>APP F/I/ LOA ASS</p> <p>APP F/I/ LOA ASS</p> <p>APP F/I/ LOA ASS</p> <p>APP F/I/ LOA ASS</p> <p>APP F/I/ LOA ASS</p> <p>APP F/I/ LOA ASS</p> <p>APP F/I/LOA</p>
Personal Qualities	<ul style="list-style-type: none"> • Commitment to the welfare and safeguarding of young people • Strong personal motivation, resilience and drive to ensure school improvement • A genuine enthusiasm for, and commitment to, the development of young people, and concern for the development of colleagues and members of the wider school community • The ability to inspire, motivate staff, pupil's and the wider community and engage their active commitment in your vision • Commitment to ensuring inclusion, addressing diversity and access • Successful experience in equalising opportunity • Commitment to own personal and professional development and that of all staff • High order analytical and problem-solving skills and the ability to make informed judgements • Excellent communication skills in a variety of media to a range of audiences including pupils, parents/carers, colleagues and the wider school community • Ability to work under pressure and to meet deadlines 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>APP F/I/ LOA ASS</p> <p>APP F/I/ LOA ASS</p> <p>APP F/I/ LOA ASS</p> <p>APP F/I/ LOA ASS</p> <p>APP F/I/ LOA ASS</p> <p>APP F/I/ LOA ASS</p> <p>APP/F/I/LOA</p> <p>APP F/I/ LOA ASS</p> <p>APP F/I/ LOA ASS</p> <p>APP F/I/ LOA ASS</p> <p>APP F/I/ LOA ASS</p>

	<ul style="list-style-type: none"> • The ability to project the school in a positive way and continue to enhance the school standing and role at the heart of the community 	Essential	APP F/I/ LOA ASS
	<ul style="list-style-type: none"> • The ability to engage parents in supporting children's learning 	Essential	APP F/I/ LOA ASS
	<ul style="list-style-type: none"> • The ability to fill the role of lead professional in classroom practice 	Essential	APP F/I/ LOA ASS
	<ul style="list-style-type: none"> • Commitment to an open, collaborative style of management 	Essential	APP F/I/ LOA ASS
	<ul style="list-style-type: none"> • Evidence of collaborative working and networking with others, within and beyond the school to build and sustain a learning community 	Essential	APP F/I/ LOA ASS
	<ul style="list-style-type: none"> • The ability to understand and appreciate the school's current strengths and the ways in which these might be further developed 	Essential	APP F/I/ LOA ASS
	<ul style="list-style-type: none"> • The ability to form and maintain appropriate relationships and personal boundaries with young people 	Essential	APP F/I/ LOA ASS
	<ul style="list-style-type: none"> • The ability to promote a school culture and curriculum which takes into account the richness and diversity of the wider community 	Essential	F/I
	<ul style="list-style-type: none"> • Sense of humour, a warm approach and a genuine interest in working with others. 		

MEASURED BY KEY:

APP = Application form

LOA = Letter of Application

ASS = Assessment activities

F/I = Formal Interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

Motivation to work with children and young people

- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours and;
- Attitudes to use of authority and maintaining discipline

If a candidate is short-listed any relevant issue arising from references will be taken up at interview. Please be aware that social media checks will be carried out on short-listed candidates.