

Houghton Primary School

Working hard to achieve our best

Person Specification

The person specification gives a sense of the kind of person we are looking for and provides the basis of shortlisting the best candidates. The Governors are seeking to attract candidates who demonstrate knowledge, experience and understanding of each area by showing evidence of having applied (or awareness of how to apply) this skill set in a school context.

We expect the Head Teacher to work well with Governors, staff members, parents, carers and network successfully with the village community and other stakeholders. Ensuring quality, safety and respect is central to the aims and ethos of Houghton Primary school. Our new Head Teacher will fully understand and deliver the current legal requirements, local and national policies and guidance on safeguarding and the promotion of well-being for children and staff members.

<u>Criteria</u>	<u>Qualities</u>
Qualifications	<ul style="list-style-type: none">• Qualified teacher status• Degree• National professional qualification for headship (NPQH) or a willingness to undertake this• Designated Safeguarding Lead
Experience	<ul style="list-style-type: none">• Successful leadership and management experience in a school• Teaching experience• Involvement in school self-evaluation and development planning• Demonstrable experience of successful line management and staff development• Evidence of building positive working relationships with internal and external stakeholders• Evidence of implementing and delivering sustained improvement in curriculum and pupil achievement
Skills and knowledge	<ul style="list-style-type: none">• Data analysis skills, and the ability to use data to set targets and identify weaknesses

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	<ul style="list-style-type: none"> • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Understanding of school finances and financial management • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships
Personal qualities	<ul style="list-style-type: none"> • Be inspirational, visionary, stable and supportive. • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and inclusion • Demonstrate the ability to effectively address priority issues, and to be adaptable and responsive to circumstances. • Demonstrate the ability to gain and maintain the confidence and respect of colleagues, pupils and parents.
Management of Staff & Professional Development	<ul style="list-style-type: none"> • Evidence significant experience and a proven record of achievement as a senior manager in an educational setting. • Evidence the ability to address problems and resolve conflict by applying skills of leadership, arbitration, and reconciliation, handling difficult situations effectively with subtlety and sensitivity. • Evidence the ability to lead by example, inspire high levels of performance in others, and maintain high levels of morale. • Evidence the ability to work as part of a successful team, motivating others to achieve shared goals. • Demonstrate the capacity for development and improvement, and evidence continuous professional development at senior leadership level.
Teaching & Management of Curriculum and Pupils	<ul style="list-style-type: none"> • Evidence substantial successful teaching experience across a range of ages. • Evidence in-depth knowledge of the National Curriculum and sound experience of curriculum delivery, monitoring and assessment. • Evidence the ability to analyse complex curriculum issues, and to develop effective and creative responses or solutions.

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	<ul style="list-style-type: none">• Evidence the skills necessary to communicate effectively about curriculum, both within the school and in the community, for example to parents.• Demonstrate regard for personal achievement for each pupil within the school community, and an understanding of different and diverse individual needs.• Evidence the ability to inspire high levels of performance in pupils.• Evidence the ability to analyse complex issues relating to pupils' attainment and progress, and to develop effective and creative responses or solutions.
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