

# Greenfields

Community Primary School,  
Nursery & Pre-School



## Person Specification

The essential requirements that are necessary to do this job are listed below. In your application, you should state clearly where your knowledge, skills and experience meet these requirements, as the Panel will reach a decision on whether or not to short-list you based on the information you provide.

<b>School</b>	Greenfields Community Primary School
<b>Post</b>	Headteacher
<b>Grade</b>	Group 2 - ISR L15-21 (£57,986 - £66,517)

Factor	Essential	Desirable	Assessment Means
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Teaching qualification recognised by DfE</li> <li>Degree or advanced diploma in Primary Education</li> <li>Appropriate Continuing Professional Development</li> </ul>	Evidence of: <ul style="list-style-type: none"> <li>NPQH</li> </ul>	Application form  Interview
<b>Knowledge and Experience</b>	A proven track record of: <ul style="list-style-type: none"> <li>Recent experience in a senior leadership role</li> <li>strategic leadership and management</li> <li>raising standards in English and maths</li> <li>effective management of a team, including monitoring of agreed practices</li> </ul> Proven experience of: <ul style="list-style-type: none"> <li>working across the primary age range</li> <li>recent developments in education practice</li> <li>performance management, Ofsted inspections and school self evaluation</li> <li>using data to raise standards</li> <li>improving quality of teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>Recent and proven experience of Headship</li> <li>successfully raising standards in challenging circumstances</li> <li>Able to demonstrate where they have enabled school to school support and the sharing of good practice beyond own school</li> <li>improving quality of teaching and learning to outstanding level.</li> </ul>	Application form  Interview  Presentation  Management task

Factor	Essential	Desirable	Assessment Means
	<ul style="list-style-type: none"> <li>significant contribution to preparing for and leading the school through the Ofsted process</li> </ul>		
<b>Skills and Abilities</b>	<p>To demonstrate:</p> <ul style="list-style-type: none"> <li>the ability to delegate</li> <li>the ability to manage priorities</li> <li>the ability to build leadership capacity throughout the school</li> <li>expand and develop the school's vision to deliver continued improvement</li> <li>lead and motivate staff and ensure accountability in order to raise standards</li> <li>model highly effective teaching</li> <li>be a highly visible and accessible presence across the school</li> <li>develop relationships that ensure high levels of respect and good behaviour</li> <li>co-ordinate and effectively manage the schools budget, facilities and resources</li> <li>be able to respond positively to challenge and change</li> <li>ongoing open and honest communication with governors</li> <li>foster excellent relationships with existing staff, pupils, parents, governors and other stakeholders</li> </ul>	<p>To be able to:</p> <ul style="list-style-type: none"> <li>Demonstrate proactive engagement with key stakeholders in an inclusive way</li> <li>Proactively seek opportunities and funding for CPD for staff and to widen the horizons of children</li> <li>Using new technology to enhance the image of the school and to promote learning</li> </ul>	<p>Application form</p> <p>Interview</p> <p>Presentation</p> <p>Management task</p>
<b>Personal Qualities</b>	<p>Committed to:</p> <ul style="list-style-type: none"> <li>inclusion, equality and diversity</li> <li>ensuring that every child achieves their full potential, both academically and as well rounded individuals</li> </ul> <p>The ability to:</p> <ul style="list-style-type: none"> <li>demonstrate excellent communication skills with stakeholders at all levels, in particular, responding to challenge and challenging others in return</li> <li>be approachable to all and promote a happy, safe, inclusive learning environment</li> <li>engage, motivate, support and enable others</li> <li>demonstrate resilience and tenacity</li> </ul>	<p>Experience in promoting equality of opportunity, diversity, and inclusion in a school setting</p>	<p>Application form</p> <p>Interview</p> <p>Presentation</p> <p>Management task</p>