

**Ridgeway Primary Academy  
Headteacher  
PERSON SPECIFICATION**

Area	E = Essential Criteria    D = Desirable Criteria		Stage Identified
	Criteria	Attribute	
<b>Qualifications &amp; Education</b>	E	Recognised Teaching qualification	A/C
	E	Evidence of commitment to continuous professional development	A/C
	D	National Professional Qualification for Headship	A/C
<b>Experience &amp; Knowledge</b>	E	Substantial and successful experience of leadership and management in a school	A/I/R
	E	Evidence of managing and making a substantial contribution to the effective management of change	A/I/R
	E	Experience of successfully leading and managing a team, with the ability to hold others to account	A/I/R
	E	To have taken an active involvement in school self-evaluation, improvement and development planning	A/I/R
	E	Ability to effectively use data, assessment and target setting to raise standards/address weaknesses	A/I/R
	E	Evidence of successful implementation of strategies to improve teaching and learning to raise the standards of achievement for all pupils	A/I/R
	E	Ability to initiate innovative and creative curriculum design to meet the needs of all pupils	A/I/R
	E	Experience of creating, setting and sharing high expectations of self, pupils and staff in all areas of the school	A/I/R
	E	Understanding of school finances, budget management, health and safety and estates management	A/I/R
	E	Experience of partnership working with parents and the wider community, including external agencies	A/I/R
	E	Understand the role of an Academy Trust	A/I/R
	D	Experience of working in or leading a school through rapid improvement with significant improvement in outcomes	A/I/R

<b>Skills</b>	E	Ability to provide leadership and management in a school wide setting	A/I/R
	E	Ability to set appropriate targets for school improvement and to establish, monitor and evaluate an action plan in relation to those targets	A/I/R
	E	High order communication and interpersonal skills with the ability to communicate a vision and inspire others	A/I/R
	E	Ability to accurately assess the quality of teaching and learning across the whole school	A/I/R
	E	Successful record of developing colleagues through effective professional development linked to appraisal	A/I/R
	E	Ability to develop and implement the school vision and values, and promote inclusivity and diversity within a framework of British Values	A/I/R
	E	To work to high professional standards, strategically and operationally, leading by example and holding all staff to account for their professional conduct and practice	A/I/R
	E	To be able to lead and manage change in all areas of the school's work	A/I/R
<b>Personal Attributes</b>	E	An ability to lead and manage others	A/I/R
	E	A commitment to demand and achieve ambitious standards for pupils through setting challenging goals and targets	A/I/R
	E	A commitment to work with Tyne Coast Academy Trust, Trustees and the Local Governing Body to set school strategy and enable effective governance	A/I/R
	E	A commitment to maintaining confidentiality at all times	A/I/R
	E	Have high expectations of yourself and the ability to create and set high expectations for others	A/I/R
	E	A commitment to leading the safeguarding of all students and promoting the welfare of children and young people	A/I/R

### **Other Requirements**

Application forms should be clear and concise, should be complete in full and should include a personal statement to address the criteria as identified in the personal specification. Covering letter should be no more than one side of A4.