

# Sir John Cass's Foundation & Red Coat Church of England Secondary School



## PERSON SPECIFICATION – HEADTEACHER

*Please address the aspects under the headings below in your supporting statement of no more than 3 A4 pages (Arial font 12)*

*If you have not been in a classroom for a period of time we ask you to address your proven skills in the leadership of teaching and learning.*

CRITERIA	Essential/ desirable		Assessed by application/ interview process
<b>EDUCATION, TRAINING AND QUALIFICATIONS</b>			
Honours degree or equivalent	•		•
Qualified Teacher Status	•		•
National Professional Qualification for Headteachers (NPQH)	•		•
Evidence of a commitment to continuing professional development so as to sustain up-to-date knowledge and understanding of education	•		•
Evidence of continuing and relevant professional development in school leadership and management	•		•
<b>QUALITIES</b>			
Commitment to the distinctive ethos of Voluntary Aided CE school	•		•
Member of a Christian Church		•	•
Evidence of clear values and moral purpose which place pupils at the heart of all decisions	•		•
Demonstrating personal behaviour consistent with the school ethos and vision	•		•
Commitment to a curriculum that is creative and relevant to the interests and needs of all pupils, including their well-being	•		•
Absolute commitment to ensuring the safety and well-being of pupils	•		•
Proven record of being transparent and accountable to parents, governors, relevant external bodies and the local community	•		•
<b>KNOWLEDGE</b>			
Knowledge of up to date legal requirements affecting schools	•		•
Evidence of a current knowledge and understanding of local, national and global education	•		•
<b>KEY SKILLS AND EXPERIENCE</b>			
Proven successful experience as a Headteacher or Deputy Headteacher in a secondary school	•		•
Experience of teaching in more than one school across the whole secondary age range including in a Voluntary Aided school		•	•
Experience of leading in a school which serves a challenging urban environment		•	•
Experience as Designated or Deputy Designated Safeguarding Lead		•	•
A highly effective teacher with proven consistent good/outstanding teaching in the secondary classroom	•		•
Knowledge and understanding of how to maintain and raise the	•		•

quality of teaching and learning across the school and a proven track record for doing so					
<b>LEADERSHIP AND COLLABORATION</b>					
Able to build, communicate and implement a coherent vision for the school in consultation with all stakeholders	•			•	•
Evidence of a drive to encourage and pursue excellence in all aspects of school life and a clear sense of what strategies might be effective for achieving this	•			•	•
Proven ability to lead by example and create a shared commitment and responsibility to the school through teamwork, distributed leadership and professional reflection	•			•	•
Proven ability to build a culture where pupils feel confident that their concerns will be listened to and acted upon	•			•	•
Proven ability to adapt to change, able to assess new ideas and embrace them if they improve pupils' learning	•			•	•
Ability to encourage parents to play their part in their child's learning (both in and out of school)	•			•	•
Proven experience of building mutually beneficial and supportive relationships with other schools, agencies and groups, including the local authority and diocesan board	•			•	•
Knowledge and experience of working productively with the governing body and an understanding of its statutory duties	•			•	•
<b>MANAGEMENT OF PEOPLE AND RESOURCES</b>					
Proven experience of managing people, including staff performance reviews and supporting ongoing professional development	•			•	•
Proven experience of prioritising, setting and managing a range of processes to contribute to school improvement (data, finance)	•			•	•
Excellent organisational skills which maintain the smooth running of the school whilst maintaining a focus on the long term vision	•			•	•
<b>PERSONAL CHARACTERISTICS</b>					
Physically able to do the job	•			•	•