



Woburn Lower School

Headteacher – Person Specification

Area of Assessment	Essential	Desirable	Evidence / Identified by:-
Qualifications	<ul style="list-style-type: none"> a) <i>Qualified teacher status</i> b) Evidence of continued professional development c) <i>Working towards NPQH if not already an existing headteacher</i> d) <i>Safeguarding (up to date Safeguarding training)</i> 	<ul style="list-style-type: none"> a) Degree or equivalent b) National Professional Qualification for Headship c) Safer Recruitment training d) Relevant Safeguarding qualification 	Application and verification
Skills	<ul style="list-style-type: none"> a) <i>Proven leadership skills</i> b) <i>Proven skills in strategic management</i> c) <i>Excellent communication skills</i> 		Application Form References In-tray exercise
Experience	<ul style="list-style-type: none"> a) Substantial continuous teaching experience with KS1 and/or 2 b) Substantial deputy/acting headteacher experience c) Good ICT skills 	<ul style="list-style-type: none"> a) Experience of working in more than two schools b) Experience of teaching children with SEN c) Early Years expertise 	Application Form Presentation
Personal Attributes	<ul style="list-style-type: none"> a) Ability to develop a shared vision to lead, inspire and motivate with supporting plans to achieve it b) Inclusive attitude to parents/carers, governors and the wider community c) Ability to develop and sustain a positive school ethos and build a supportive culture of teamwork d) Positive approach to challenges which demonstrate creativity, imagination and solutions 	<ul style="list-style-type: none"> a) Experience of staff recruitment, retention and development b) Experience of managing a project c) Experience of working with multi agencies and community groups d) “Completer Finisher” and attention to detail 	Application Form In-tray activity
Improving the life chances of children and young people	<ul style="list-style-type: none"> a) <i>Commitment to developing a staff who have the necessary skills and knowledge to promote equality, respect, diversity and challenge stereotypes to promote the rights of children and young people</i> b) <i>Recognition of the role of parents, carers and families play in helping children and young people succeed and thrive through being healthy; staying safe; enjoying and achieving; making a positive contribution and achieving economic well-being</i> 	<ul style="list-style-type: none"> a) Determination to overcome all barriers to the effective inclusion of all b) Experience of practice which promotes activities other than academic 	Application Form Presentation
Application	<ul style="list-style-type: none"> a) Good quality letter of application which addresses the specification b) Letter should convey why the applicant is applying for this post 		Application Form and letter
Other Factors	<ul style="list-style-type: none"> a) Fully supportive references b) Full DBS clearance 	<ul style="list-style-type: none"> a) Involvement in community events 	References