

**CHALKWELL HALL JUNIOR SCHOOL**  
**Headteacher Person Specification**

ESSENTIAL	DESIRABLE	MEASURED
<b>Education and Qualifications</b> <ul style="list-style-type: none"> <li>• DfE Qualified teacher status</li> <li>• Evidence of regular and appropriate professional development in teaching practice</li> <li>• Evidence of recent and relevant personal professional development in school leadership and management</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of higher degree/wider relevant experience</li> <li>• NPQH qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Reference</li> </ul>
<b>Experience and Knowledge</b> <ul style="list-style-type: none"> <li>• Evidence of experience in a Leadership role in a Primary setting(s), which includes Junior provision, for a minimum of 3 years</li> <li>• Knowledge of the Ofsted inspection framework</li> <li>• Sound knowledge and understanding of the SEN Code of Practice</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant and substantial experience in a senior, strategic leadership and management role in an educational setting</li> <li>• Leading on ensuring successful outcomes in the primary setting</li> <li>• Leading or having a key role in a Primary school during an Ofsted inspection</li> <li>• Good understanding of inclusion and quality provision for SEND learners</li> <li>• SEND Leadership experience</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Selection process</li> <li>• Reference</li> </ul>
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• Ambitious, energetic, resilient with high expectations and the creative flair to achieve outstanding things for the school</li> <li>• A belief that fun is important in relationships with pupils and the ability to engage well with children</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Selection process</li> <li>• Reference</li> </ul>
<b>Strategic Leadership and Impact</b> Knowledge of and ability to: <ul style="list-style-type: none"> <li>• Think strategically by building and communicating a shared vision of excellence and equity for all</li> <li>• Lead for creative and innovative contributions to strategic plans that realise the vision and sustain measurable school improvement</li> <li>• Set and achieve ambitious challenging goals and targets as embedded in the performance management cycle and school development plans which would enable a school to continue its journey to be Outstanding</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Selection process</li> <li>• Reference</li> </ul>

<ul style="list-style-type: none"> <li>• Work tirelessly and aspirationally so as to provide a first class offer and provision to all learners</li> <li>• Work with the Governing Body to provide clear and concise information on all relevant aspects of the school, its progress and intended development</li> <li>• Lead the school in the Ofsted inspection process, produce and manage action plans as required</li> <li>• An awareness of potential future national developments in education and government policy.</li> </ul>		
<p><b>Leading Learning and Teaching</b> Knowledge of and ability to:</p> <ul style="list-style-type: none"> <li>• Access, analyse and use data effectively to identify areas for improvement and inform pupil progress</li> <li>• Demonstrate and model outstanding teaching and learning</li> <li>• Determine, organise and implement an inclusive curriculum and establish responsive effective and collaborative approaches to teaching and learning that meet the needs of all learners and enables every child to reach their full potential and the highest possible outcomes</li> <li>• Ensure quality and consistency of teaching across classes, with teaching matching the progress and abilities of pupils and communication and guidance to pupils on how to improve in order to raise pupil achievement</li> <li>• Ensure that the provision for pupils with special needs is strong and remains consistent</li> <li>• Regularly and effectively communicate the progress of every child's learning to them, their families and relevant stakeholders</li> <li>• Ensure exemplary standards of behaviour and attendance.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop high quality, affordable extended services as required</li> <li>• An understanding of the 11+ system</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Selection process</li> <li>• Reference</li> </ul>
<p><b>Developing Self and Working with Others</b> Knowledge of and ability to:</p> <ul style="list-style-type: none"> <li>• Empower teams and individuals, manage change and ensure effective relationships</li> <li>• Work collaboratively with others within the school, including Governors, and the wider community</li> <li>• Manage own workload and the work of others effectively providing support and delegating where appropriate, ensuring well-being and a good work/life balance</li> <li>• Review the performance of staff, challenge when performance is unsatisfactory, and recognise and celebrate good practice</li> <li>• Able to hold a difficult conversation as part of sustaining the improvement journey</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with other schools and organisations effectively and collaboratively</li> </ul>	<ul style="list-style-type: none"> <li>• Selection process</li> <li>• Application form</li> </ul>

<ul style="list-style-type: none"> <li>• Able to show emotional intelligence, integrity and flexibility.</li> </ul>		
<b>Managing the Organisation</b> Knowledge of and ability to: <ul style="list-style-type: none"> <li>• Implement clear and appropriate evidence-based improvement plans</li> <li>• Have an innovative approach to the management of the school's resources including the budget (within Financial Regulations), staffing and the building/physical assets</li> <li>• Manage school staff effectively</li> <li>• Manage the effective and efficient day to day running of the school to ensure a safe and secure and healthy environment</li> <li>• Meet the statutory requirements relating to the provision of education and other relevant legislation.</li> </ul>	<ul style="list-style-type: none"> <li>• Lead for key projects that evidence positive outcomes</li> <li>• Experience of managing finance within, and outside, the Local Authority</li> </ul>	<ul style="list-style-type: none"> <li>• Selection process</li> <li>• Reference</li> </ul>
<b>Securing Accountability</b> Knowledge of and ability to: <ul style="list-style-type: none"> <li>• Apply principles of quality assurance systems including performance management self-review, self-evaluation, stakeholder and community involvement.</li> </ul>	<ul style="list-style-type: none"> <li>• Lead the team effectively and efficiently to ensure the academic, spiritual, moral, social, emotional and cultural development of all pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Selection process</li> <li>• Application form</li> </ul>
<b>Strengthening Community</b> Knowledge of and ability to: <ul style="list-style-type: none"> <li>• Work with all stakeholders within the community to further improve outcomes for the school and all of its pupils</li> <li>• Using modern technologies and innovative ways of working to promote and celebrate achievements of the school within the local community and beyond.</li> </ul>	<ul style="list-style-type: none"> <li>• Enhance the value of the school to the wider community including parents and carers and other schools</li> <li>• Use the voice of the community to enriching the learning experience of pupils and shape practice and policy</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Selection process</li> </ul>
<b>Safeguarding Children</b> Knowledge of and ability to: <ul style="list-style-type: none"> <li>• Form and maintain appropriate relationships and personal boundaries with children and families</li> <li>• Demonstrate emotional resilience when challenged and at times of change and uncertainty</li> <li>• Demonstrate an in-depth knowledge and awareness of statutory duties including those that relate to safeguarding requirements</li> <li>• Provide nurturing and pastoral care for all pupils, including learners with special and additional needs.</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Selection process</li> </ul>