

**HINGUAR PRIMARY SCHOOL & NURSERY  
HEADTEACHER  
PERSON SPECIFICATION**



This should be read in conjunction with the Job Description. The Person Specification sets out the elements of the Headteacher role the MAT deems important for this post.

**Key: A = Application; I = Interview; R = References**

Requirement	Essential	Desirable	
<b>Qualification</b>	<ul style="list-style-type: none"> <li>• If NPQH is not held, alternative suitable academic and professional qualifications</li> <li>• Evidence of continuing professional development</li> <li>• Qualified Teacher status</li> </ul>	<ul style="list-style-type: none"> <li>• NPQH</li> </ul>	<b>A</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience across the primary age range</li> <li>• Proven record of successful classroom teaching</li> <li>• Proven record of successful experience as a Headteacher or Deputy Headteacher for at least 3 years and in more than one school</li> <li>• Competent ICT skills and knowledge</li> <li>• A good understanding of the role of Ofsted and the recent changes within the Inspection Framework.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in the Early years</li> <li>• Liaison with external agencies</li> <li>• Experience of working within a MAT</li> </ul>	<b>A, I &amp; R</b>
<b>Leadership and Management</b>	<ul style="list-style-type: none"> <li>• Clear understanding of the strategic role Headteachers play within a successful MAT</li> <li>• Understanding of and ability to look at the 'bigger picture'</li> <li>• Ability to initiate and manage change sensitively in pursuit of strategic objectives</li> <li>• A clear vision of excellence in education</li> <li>• A proven ability to raise educational standards and a commitment to high</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing projects and liaising with colleagues who are responsible for finance and premises issues</li> </ul>	<b>A, I &amp; R</b>

	<p>standards of achievement</p> <ul style="list-style-type: none"> <li>• Understanding of improvement planning and subsequent budget planning</li> <li>• Understanding of the strategic role of the Academy Committee and ability to work effectively with the Governors who make up this committee</li> <li>• Ability to delegate, monitor and effectively evaluate information in a variety of forms</li> <li>• Evidence of good working relationships with parents and the wider school community</li> <li>• Experience and successful use of Performance Management of both teaching and support staff to support improvement</li> <li>• Commitment to the continuing professional development of all staff</li> <li>• Ability to lead by example and inspire pupils and staff others to achieve positive results</li> <li>• A commitment to the protection and safeguarding of young people and an up to date knowledge of Child Protection procedures</li> <li>• Knowledge of current Health and Safety Regulations</li> </ul>		
<b>Knowledge and Skills/Teaching and Learning</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate knowledge of current curricular and educational issues/relevant legislation</li> <li>• Clear knowledge and understanding of assessment and monitoring procedures and ability to implement these</li> </ul>	<ul style="list-style-type: none"> <li>• Innovative and creative approach to teaching and learning</li> </ul>	<b>A, I &amp; R</b>

	<ul style="list-style-type: none"> <li>• Commitment to inclusion and equality of access to educational provision for all children</li> <li>• A good understanding of consistent approaches to behaviour management</li> <li>• Clear understanding of what is effective teaching and how this positively impacts pupils' learning</li> <li>• A high regard for the personal achievement of every child</li> </ul>		
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Someone who thinks 'outside of the box'</li> <li>• Strong interpersonal and communication skills displaying confidence and transparency</li> <li>• Clarity of thinking enabling effective decision-making</li> <li>• Desire to promote respect between pupils, staff, parents, governors and all MAT staff</li> <li>• Has high expectations of both self and others</li> <li>• A well-organised person, able to manage time effectively, to prioritise and to meet school, MAT, and external deadlines</li> <li>• Ability to recognise staff strengths and delegate accordingly</li> <li>• Ability to build, support and work as part of a high performing team</li> <li>• A sense of humour</li> </ul>		<b>A, I &amp; R</b>