

## Person Specification Form

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Job title: STEP Headteacher	Grade: L15-21	
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), reference (R)
<b>Qualifications</b>		
– Qualified Teacher Status with a successful NQT year completed.	E	AF
– Degree or equivalent.	E	AF
– NPQH.	D	AF
<b>Experience</b>		
– Successful experience of school leadership, at least to Deputy Headteacher level.	E	AF/I/R
<b>Promoting excellence and achievement</b>		
– A commitment to achieving excellence and a track record of delivering strategies to raise standards.	E	AF/I/R
– A record of outstanding practice and results as a classroom practitioner and leader.	E	AF/I/R
– A good knowledge and experience of handling school performance data: collation, evaluation, reviewing and taking appropriate action in order to raise standards and attainment.	E	AF/I/R
– Commitment to developing an integrated, skills-based curriculum that addresses a diverse range of needs.	E	AF/I/R
– Evidence of leading on curriculum initiatives.	E	AF/I/R
– A track record of effective behaviour management.	E	AF/I/R
– A good understanding of issues which affect quality in educational achievement including target setting, assessment, diversity and inclusion strategies.	E	AF/I/R
– Creativity and rigour in developing self-evaluation systems.	E	AF/I/R
– A secure understanding of the new National Curriculum.	E	AF/I

Strategic Leadership		
– Translate the vision into coherent, achievable and challenging plans.	E	AF/I/R
– Manage the Academy’s finances effectively and efficiently including an awareness of all funding sources.	E	AF/I/R
– Secure the confidence and loyalty of the whole Academy community.	E	AF/R/I
– Communicate effectively to the staff, parents, children and the wider community issues relating to both the Academy and STEP Academy Trust.	E	AF/I
– Create and lead a united successful leadership team.	E	AF/I/R
– Show a commitment to collaborative decision making.	E	AF/I/R
Developing and Managing Staff		
– Deploy staff effectively and ensure the appropriate allocation of resources.	E	AF/I/R
– Show a commitment to continuous professional development for all staff.	E	AF/I/R
– Ensure effective communication strategies within the Academy and across STEP Academy Trust.	E	AF/I/R
– Demonstrate experience of managing performance management processes.	E	AF/I/R
– Show the ability to identify and acknowledge excellence and challenge poor performance.	E	AF/I/R
Managing the Academy		
– The ability to manage the day-to-day running of a school efficiently and effectively, delegating management tasks and monitoring their delivery.	E	AF/I/R
– Experience of ensuring that the management, finance, structure and administration of a school to support its priorities and objectives.	E	AF/I/R
– Knowledge of the legal framework of education policy.	E	AF/I/R
– The ability to build a constructive and open relationship with the Strategic Governing Body.	E	AF/I/R

– The ability to develop and sustain a safe, secure and healthy school environment. The ability to develop and sustain a safe, secure and healthy school environment.	E	AF/I/R
<b>Partnership and Community Relations</b>		
– A commitment to promoting the aims and achievements of the Academy and STEP Academy Trust, to current and prospective parents, carers and other stake holders.	E	AF/I/R
– A track record of developing effective relationships with parents, governors, the LA and other agencies to enhance the education of all pupils.	E	AF/I/R
<b>Knowledge, skills and abilities</b>		
– The drive, vision, commitment and ambition to ensure that outstanding practice is embedded throughout the Academy and across our Trust.	E	AF/I/R
– An unrelenting focus on academic progress across the ability and age range.	E	AF/I/R
– The ability to enhance our collaborative and creative learning culture.	E	AF/I/R
– Strong leadership skills and the ability to encourage and motivate others, including Academy staff and the Strategic Governing Body.	E	AF/I/R
– Establish successful relationships at all levels and have good communication skills both verbal and written.	E	AF/I/R
– The ability to fully engage parents and the STEP community.	E	AF/R
– To understand the mission/aims of STEP Academy Trust and to understand how we work together in a family of schools.	E	I
– To be aware of Child Protection policy/procedures.	E	AF/I
– Awareness/commitment to Equality and Diversity.	E	AF/I/R
– To be able to manage change in a supportive environment.	E	I
– Skills in ICT.	E	AF/I
<b>Other (including special requirements)</b>		
Access to car.	D	AF/I
Commitment to equality and diversity.	E	I
Commitment to health and safety.	E	I
Commitment to attendance at work.	E	I

**Confidential References and Reports**

References should provide a strong level of support for relevant professional and personal knowledge, skills and abilities related to above.	E	R
Positive recommendation from current employer.	E	R
Satisfactory health and attendance record.	E	R