

## Person Specification – Head of School and Partnership Inclusion Lead

St Benet's Multi Academy Trust and Acle and Little Plumstead Academy are committed to safeguarding and promoting the welfare of Children and Young People and require all staff and volunteers to share this commitment.

<b>Responsible to</b>	The Executive Headteacher
<b>Grade</b>	L4-L8
<b>Hours</b>	1.0 FTE
<b>Location</b>	Based at Little Plumstead/Acle St Edmunds Primary School. You may be required to travel to undertake work at academies and sites within St. Benet's Multi Academy Trust as needed.

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Evidence of Continuing Professional Development relating to school leadership/curriculum development</li> <li>• National Award for SEN Co-ordination, or a willingness to complete it within 1 year of appointment</li> </ul>	<ul style="list-style-type: none"> <li>• NPQH or further professional qualification</li> <li>• Relevant further Professional Qualifications preferably in SEND</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Able to follow the Trust's safeguarding procedures and recognise when to report any concerns</li> <li>• Strong commitment to raising standards</li> <li>• High expectations of self and others</li> <li>• Ability to establish and maintain positive relationships, including with parents</li> <li>• Ability to remain positive and enthusiastic, including when under pressure</li> <li>• Good communication skills</li> <li>• Empathy with children</li> </ul>	<ul style="list-style-type: none"> <li>• Effective computing skills for both teaching and management</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful leadership experience to at least Deputy/Assistant Head level</li> <li>• Successful teaching experience within the EYFS/Primary age range</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced Skills/Leading Practitioner status</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• The responsibility of every individual for safeguarding and promoting the welfare of children</li> </ul>	

<b>Strategic Leadership</b>	<ul style="list-style-type: none"> <li>• Ability to provide clear educational vision and direction</li> <li>• Ability to inspire and motivate all stakeholders</li> <li>• Evidence of developing effective strategies for school improvement</li> <li>• High level of involvement with school improvement planning</li> <li>• High level involvement in monitoring and evaluation procedures leading to clear impact</li> <li>• Ability to work in partnership with senior leaders and governors</li> <li>• Ability to set challenging targets for children and staff</li> <li>• Ability to analyse and use pupil data on attainment and progress to raise standards</li> <li>• Secure knowledge of the Ofsted Framework</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic Leadership experience across EYFS, KS1 and KS2</li> <li>• Use of assessment data management systems to improve standards</li> <li>• Successful experience of integrating British Values into school life</li> </ul>
	<ul style="list-style-type: none"> <li>• Understand the principles of effective teaching and learning</li> <li>• Successful experience of monitoring, evaluating and improving the quality of teaching and learning</li> <li>• Understanding the role and impact of assessment in children’s learning</li> </ul>	
	<ul style="list-style-type: none"> <li>• Successful SEND leadership across a primary school</li> <li>• Knowledge and experience of working with relevant agencies to support pupils and families with SEND</li> <li>• Sound knowledge and application of the SEND Code of Practice</li> <li>• An excellent understanding of current theory and best practice (evidence informed) in teaching and learning related to SEND</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of SEND funding</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to lead, manage and motivate across the school community</li> <li>• Ability to establish positive working relationships</li> <li>• Ability to plan, allocate, delegate, support and evaluate work undertaken by individuals and teams</li> <li>• Successful experience of identifying the need for, and leading, in-service training</li> <li>• Significant experience of taking a lead role in performance management of staff including leading lesson observations</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with governors</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of dealing with staff when performance gives cause for concern</li> </ul>	
<b>Managing Resources</b>	<ul style="list-style-type: none"> <li>• Successful experience of managing budgets</li> <li>• Ability to manage, monitor and review available resources, ensuring value for money</li> </ul>	<ul style="list-style-type: none"> <li>• Budgetary management at whole school level</li> <li>• Experience of recruiting and deploying staff</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• A professional role model who is committed to their own professional development and to developing others</li> <li>• Committed to and able to promote the aims of the academy and the values of the Trust. Including promoting our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ.</li> <li>• Able to work calmly under pressure and withstand stress</li> <li>• Able to work flexibly, and to attend meetings and INSET days as required</li> </ul>	