

LUDLOW JUNIOR SCHOOL



Head Teacher – Person Specification

This person specification outlines the essential and desirable qualities required for the Head Teacher role at Ludlow Junior School. It should be read in conjunction with:

- The **2024 School Teachers' Pay and Conditions Document (STPCD)**
- The approved **Job Description** for the Headteacher post
- **Keeping Children Safe in Education (KCSiE) 2024**
- Ludlow Junior School's related policies
- The **National Standards for Headteachers**

This specification captures the key **Essential (E)** characteristics applicants must demonstrate, and **Desirable (D)** attributes that would be beneficial.

Qualifications and Experience

Area	Descriptor	Additional Information	Essential (E)	Desirable (D)
1	Qualified teacher status	Strong degree outcome	X	
2	Proven experience of improving outcomes at KS2		X	
3	Skilled in school evaluation and improvement planning	Formulate and evaluate SEF and SIP progress	X	
4	Demonstrated success in strategic school improvement at headship level	Performance data, attendance, survey outcomes	X	
5	Ongoing professional development at leadership level		X	
6	Experience supporting partnership development across schools	System leadership, partnerships, project development		X

Personal Qualities

Area	Descriptor	Additional Information	Essential (E)	Desirable (D)
1	Passion for inclusive and successful teaching and learning	Data, school evaluation, value-added, pupil outcomes, inclusion	X	
2	Strong communication skills with all stakeholders to develop and maintain school vision	Review outcomes, feedback, surveys	X	
3	Excellent interpersonal skills to align stakeholders with the school's ambitious targets	Staff feedback, review outcomes, newsletters	X	
4	Balances compassion with decisive, consistent action in pupils' and community's best interests	Staff development, school improvement	X	
5	Reflective, resilient, and adaptable leadership		X	
6	Inspires and motivates others to bring significant improvement	Team leadership, school performance outcomes	X	
7	Synthesises diverse viewpoints to create appropriate plans, culture, and vision	Reviews, culture and ethos statement, performance indicators		X
8	Cultivates respect, tolerance, dignity, and challenge		X	

Core Skills

Area	Descriptor	Additional Information	Essential (E)	Desirable (D)
1	Proven track record in improving teaching, learning, and inclusion	SEF, SIP, evaluations, reports	X	

Area	Descriptor	Additional Information	Essential (E)	Desirable (D)
2	Skilled at data analysis and interpretation for improvement strategies	SEF, SIP, reports, SATs	X	
3	Engages and develops leaders at all levels through rigorous monitoring and evaluation	SEF, SIP, subject planning	X	
4	Works effectively with governing bodies to meet responsibilities in school improvement planning	Strategic plans, SIP, SEF, financial reporting	X	
5	Drives improvement and addresses underperformance to enhance outcomes		X	
6	Manages time effectively while ensuring team welfare and work-life balance	Improvement planning, team structures, annual calendar	X	
7	Strong understanding of academy annual calendar demands, including financial planning			X

Professional Knowledge and Understanding

Area	Descriptor	Additional Information	Essential (E)	Desirable (D)
1	Expertise in developing a broad, inclusive curriculum	SEF, SIP, evaluations, curriculum map	X	
2	Knowledge of national policies, curriculum, and assessment frameworks	SEF, SIP, statutory reports	X	
3	Experience in multi-agency working for supporting vulnerable children	SEF, SIP, SATs, subject planning	X	
4	Expertise in child protection, policy development, and case management	Strategic plans, SIP, SEF	X	
5	Strong financial management skills within academy settings	Budget management, academy annual calendar	X	
6	Skilled in setting high behaviour, personalisation, and inclusion standards	Improvement planning, team structures	X	
7	Analyses performance to plan professional development for staff	Training plans, strategic planning	X	
8	Understands curriculum drivers and national developments to enhance standards	Reading framework, RSHE development		X
9	Understanding of academy partnerships and development opportunities	Partnership outlines, academy plans		X

Developing an Excellent Pupil Offer

Area	Descriptor	Additional Information	Essential (E)	Desirable (D)
1	Ambitious expectations for pupils with SEND, aligned with school vision	SEF, SIP, curriculum plans, pupil data	X	
2	Cultivates culture and practices that support effective learning and attendance	SEF, SIP, SATs, evaluations	X	
3	Provides strong curricular leadership, fostering professional networks for subject leaders	SEF, SIP, subject planning	X	
4	Commitment to enriching curriculum via sports, arts, and cultural opportunities	Strategic plans, SIP, SEF	X	
5	Removes learning barriers through creative use of resources	Improvement planning, team structures	X	
6	Successful innovation in personalised planning to meet high levels of need	Inclusion plans, mentoring, unit development		X

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Area	Descriptor	Additional Information	Essential (E)	Desirable (D)
7	Extensive DSL experience, supporting safeguarding culture and ethos	Training records, policy development, case resolution	X	

Developing a Genuine Community Offer

Area	Descriptor	Additional Information	Essential (E)	Desirable (D)
1	Plans for engaging stakeholders and shaping provision	SEF, SIP, curriculum maps, pupil data	X	
2	Maintains effective relationships with professionals to improve pupil outcomes	SEF, SIP, SATs	X	
3	Develops school culture, ethos, and vision with stakeholders	SEF, SIP, strategy documents	X	
4	Professional relationships with governance, shaping school direction	Strategic plans, SIP, SEF, mapping opportunities	X	
5	Extends the core offer (wraparound care, holiday provision) for community benefit	Offer maps, outlines, planning		X

SAT-Specific Skills Requirements

Area	Descriptor	Additional Information	Essential (E)	Desirable (D)
1	Development and review of policies for trustee partnership		X	
2	Experience as Accounting Officer (AO) with key budgetary accountabilities	Budget plans, financial validation, strategy projects		X
3	Oversight of school health, safety, and operational compliance	Health and Safety awareness, legislative training		X
4	Expertise in payroll validation, purchasing systems, and audit functionality	Audit awareness, approval processes		X
5	HR management experience, collaborating with SBM or external partners	HR policy awareness, resolution strategies		X
6	Skilled in asset management to improve community and pupil outcomes	Asset management planning, project delivery		X