



**Khalsa Primary School
Person Specification
Job Title: Headteacher**

Outline of Key Responsibilities

When writing your personal statement please focus on demonstrating the extent to which you meet each of the selection criteria (Please see the candidate guidance notes for further details). Candidates who are shortlisted for interview will be required to demonstrate their ability to meet the criteria in the Person Specification during the selection process, except for their qualifications which will be evidenced from the application form and production of any original relevant certificates at interview.

Qualifications	Essential	Desirable
Qualified teacher status	x	
Successful leadership at senior leader/Assistant Head or Deputy Head level)	x	
Has proven relevant experience of managing children in the 4 – 11 age range	x	
Evidence further Professional Development in preparation for Headship e.g., NPQH		x
Faith Commitment		
Understanding of the Sikh faith		x
Has a clear understanding and experience of leading School Worship	x	
Experience		
Has experience and understanding of the requirements of good education for Early Years, KS1 & KS2	x	
Understands the 4 – 11 curricula so that phase-specific work is developed in the context of the whole school continuum	x	
Demonstrates high quality teaching skills	x	
Experience and understanding of School Improvement Planning and Self Evaluation	x	
Experience of working with Governors, parents, and the wider community	x	
Have teaching experience of working in more than one school and more than one key stage		x
Can demonstrate the impact of ICT and its applications in the classroom		x
Experience in budget setting	x	
Commit to continuing professional development	x	
Leadership		
Promotes strong educational philosophy and values which empower, enable, motivate, and develop the whole school	x	
A commitment to strategic school improvement, initiating, planning, monitoring, and evaluating school improvement and change processes	x	
Recognising and growing the potential of all staff at all levels in the school through teacher appraisals and performance management of support staff	x	
Think analytically and creatively and demonstrate initiative in solving complex problems	x	
Inspiring trust and confidence across the school and community	x	
Managing and resolving conflict	x	
Prioritising, planning and organising self and others	x	



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Communicating effectively to staff, pupils, parents, LAB members, Trust and LA	×	
Listening to, reflecting constructively, and acting, as appropriate, on feedback	×	
Being active in the extra-curricular life working constructively with the PTA	×	
Teaching, Learning, Assessment and Additional/Special Educational Needs		
Is a role model for others as an excellent classroom practitioner	×	
Has high expectations of all pupils' attainment and progress	×	
Able to use data effectively to assess and set targets to raise standards	×	
Able to exemplify how the needs of all pupils (SEND, PP, EAL, LAC) have been met through high quality teaching	×	
Understands the principles of practice of effective learning and teaching and keeps abreast of latest thinking to drive best practice	×	
Has experience of developing a curriculum which gives pupils the knowledge and skills to succeed in life	×	
Safeguarding		
Demonstrate a commitment and understanding of Safeguarding and the promotion of the welfare and safety of children	×	
Have a deep and accurate working knowledge of relevant policies, procedures and practices related to all aspects of Safeguarding and Child Protection.	×	
Demonstrate the ability to uphold public trust and confidence and always maintain appropriate positive professional boundaries in relationships with both children and adults	×	
Ethos/Values/Religious Character		
Articulates and shares a vision for a Sikh Faith school where all in the community flourish	×	
Possess a passionate believe that all young people can succeed	×	
Understands the importance of British values, consistently models these values and demands the highest standards of respect and tolerance from all staff, pupils and stakeholders	×	
Holds a passionate desire for every child to flourish and achieve their very best in their academic, social, physical, and spiritual development	×	
Personal Attributes		
Good communication skills	×	
High standards of personal presentation	×	
Maintain an overview and be objective	×	
Working as part of a team	×	
Be aware of own strengths and areas for development	×	
Demonstrate resilience and optimism	×	
Demonstrate impact and presence	×	
Retain a sense of humour		×

The school and its staff are committed to Safeguarding and promoting the welfare of children and young people. The post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service