

**DURHAM TRINITY SCHOOL AND SPORTS COLLEGE  
POST OF HEADTEACHER  
PERSON SPECIFICATION AND CRITERIA FOR SELECTION**

CATEGORY	ESSENTIAL	DESIRABLE	WHERE IDENTIFIED
<b>APPLICATION</b>	<ul style="list-style-type: none"> <li>• Well structured supporting letter indicating beliefs, understanding of important educational issues likely to result in sustained improvement in pupil achievement and wellbeing (in no more than 1000 words)</li> </ul>		~ Application Form
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher status</li> <li>• Degree</li> </ul>	<ul style="list-style-type: none"> <li>◇ National Professional Qualification for Headship</li> <li>◇ Additional post graduate qualification in SEN</li> <li>◇ Either evidence of further study - this could be ongoing and/or Further Professional Qualifications</li> </ul>	~ Application
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Successful experience at Senior Management level within a special school including Assistant Headteacher and/or Deputy Headteacher and/or Headteacher experience</li> <li>• Experience of working successfully and co-operatively as a member of a team in a school</li> <li>• Experience of the successful management of change</li> <li>• Experience of successful raising pupil achievement</li> <li>• Teaching experience in more than one establishment and in a variety of approaches</li> </ul>	<ul style="list-style-type: none"> <li>◇ A proven record in managing and promoting curriculum development</li> <li>◇ Teaching experience in the Key Stages appropriate to the school</li> <li>◇ Experience of financial management</li> <li>◇ Experience of working with external agencies</li> <li>◇ Experience of managing the requirements of the SEN Code of Practice.</li> </ul>	~ Application Form ~ References ~ Interview
<b>PROFESSIONAL DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>• Attendance at courses covering leadership, management and curriculum issues within the last two years</li> <li>• Experience of leading staff development</li> </ul>	<ul style="list-style-type: none"> <li>◇ Evidence of active interest in staff development</li> </ul>	~ Application Form ~ References ~ Interview
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively in a variety of situations</li> <li>• Ability to account to stakeholders and hold others to account</li> <li>• Proven leadership skills</li> </ul>	<ul style="list-style-type: none"> <li>◇ Ability in administration and budget management</li> <li>◇ Counselling skills</li> </ul>	~ Application Form ~ References ~ Interview

	<ul style="list-style-type: none"> <li>• Ability to undertake robust self evaluation processes and use pupil performance data to identify and set relevant school improvement targets</li> <li>• Curriculum management - planning, delivery and assessment</li> </ul>		
<b>SPECIAL KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• A clear vision and understanding of the requirements of SEN pupils including statutory requirements</li> <li>• Detailed knowledge of the structure and content of the National Curriculum, and the appropriate curriculum modifications required by pupils with a range of severe and/or complex SEN</li> <li>• Understanding and knowledge of current issues in education</li> </ul>	<ul style="list-style-type: none"> <li>◇ Knowledge of administrative procedures</li> <li>◇ Practical understanding of the range of behaviour that SEN pupils present</li> <li>◇ Knowledge of additional funding streams</li> </ul>	<ul style="list-style-type: none"> <li>~ Application Form</li> <li>~ References</li> <li>~ Interview</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate enthusiasm and sensitivity whilst working with others</li> <li>• Ability to initiate and manage change</li> <li>• Ability to work with parents as partners</li> <li>• Evidence of being able to build and sustain effective working relationships with staff, Governors, parents, other agencies and the wider community</li> <li>• Demonstrates resilience and optimism with a sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>◇ Flexibility and adaptability in order to be able to mix and work with a wide range of people</li> </ul>	<ul style="list-style-type: none"> <li>~ Application Form</li> <li>~ References</li> <li>~ Interview</li> </ul>

In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours;
- Attitudes to use of authority and maintaining discipline.

Any relevant issues arising from references will be taken up at interview.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.