**St Austin’s Catholic Primary School and Nursery**

**PERSON SPECIFICATION – Head of School**

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| **Category** | **Essential** | **Desirable** |
| * 1. **Faith Commitment** | * A practising and committed Catholic * Secure understanding of the distinctive nature of the Catholic school and Catholic education * Understanding of leadership role in spiritual development of pupils and staff * Understanding of the school’s role in the parish and wider community and in promoting community cohesion | * Evidence of participation in faith life of the community * Experience in leading acts of worship in Catholic schools |
| **2. Qualifications** | * Qualified teacher status | * Postgraduate level qualification * NPQH award or Leadership Pathways certification * CCRS or equivalent |
| **3. Experience** | * Successful experience of leading one or more subject areas * Substantial, successful teaching experience | * Recent experience in a Catholic voluntary aided school or Academy * Experience as assistant headteacher * Teaching experience in at least 2 of the 3 key stages: Foundation Stage, KS1 and KS2 * Curriculum leadership in one or more core subjects * Experience of teaching in more than one school * Experience teaching mixed age classes |
| **4. Professional Development** | * Evidence of continuing professional development relating to school leadership and management, and curriculum/ teaching and learning | * Evidence of continuing professional development relating to Catholic ethos, mission and religious education * Experience of working with other schools/organisations /agencies * Experience of leading/co-ordinating professional development opportunities |
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| **Category** | **Essential** | **Desirable** |
| **4. Professional Development**  **(Continued)** |  | * Ability to identify own learning needs and to support others in identifying their learning needs |
| **5. Strategic Leadership** | * + Ability to articulate and share a vision of primary education within the context of the mission of a Catholic school   + Ability to inspire and motivate staff, pupils, parents and ‘governors’[[1]](#footnote-1) to achieve the aims of Catholic education * Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement * Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these * Knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising standards and theachievement of all pupils * Understanding of and commitment to promoting and safeguarding the welfare of pupils’ | * Knowledge of the role of the ‘governing body’ and Board of Directors in a Catholic Academy * Evidence of having successfully translated vision into reality at whole-school level |
| **6. Teaching and Learning** | * A secure understanding of the requirements of the National Curriculum and Early Years development * Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils * A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning * Experience of effective monitoring and evaluation of teaching and learning * Secure knowledge of statutory requirements relating to the curriculum and assessment | * A secure understanding of the requirements of the Curriculum Directory for Religious Education * Understanding of successful teaching and learning in religious education across the key stages * Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to behaviour management |

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| **Category** | **Essential** | **Desirable** |
| **6. Teaching and Learning**  **(Continued)** | * Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management |  |
| **7. Leading and Managing Staff** | * Experience of working in and leading staff teams * Ability to delegate work and support colleagues in undertaking responsibilities * Experience of performance management and supporting the continuing professional development of colleagues * Understanding of effective budget planning and resource deployment | * Experience of working with ‘governors’ to enable them to fulfil whole-school responsibilities * Successful involvement in staff recruitment, appointment/induction, understanding needs of a Catholic school * Understanding of how financial and resource management enable a school to achieve its educational priorities |
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| **8. Accountability** | * Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents, ‘governors’, parishioners and clergy * Experience of effective whole-school self-evaluation and improvement strategies * Ability to provide clear information and advice to staff and ‘governors’ * Secure understanding of strategies for performance management | * Experience of presenting reports to ‘governors’ * Understanding the criteria for the evaluation of a Catholic school * Leading sessions to inform parents * Experience of offering challenge and support to improve performance |
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| **9. Skills, Qualities & Abilities** | * High quality teaching skills * Strong commitment to the mission of a Catholic school * Commitment to their own spiritual formation and that of pupils * High expectations of pupils’ learning and attainment * Strong commitment to school improvement and raising achievement for all * Ability to build and maintain good relationships * Ability to remain positive and enthusiastic when working under pressure |  |

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| **Category** | **Essential** | **Desirable** |
| **9. Skills, Qualities & Abilities**  **(Continued)** | * Ability to organise work, prioritise tasks, make decisions and manage time effectively * Empathy with children * Good communication skills * Good interpersonal skills * Stamina and resilience * Confidence |  |
| **10. References** | * Positive and supportive faith reference from priest where applicant regularly worships * Positive recommendation in professional references * Satisfactory health and attendance record | * Faith reference without reservation * Professional reference without reservation |

1. The general terms ‘governing body’ and ‘governors’ also includes, in the case of academies, the Board of directors and the representatives on local academy committees [↑](#footnote-ref-1)