**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
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| **2. Qualifications** | * Qualified teacher status
 | * Postgraduate level qualification
* NPQH award or Leadership Pathways certification
* CCRS or equivalent
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| **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
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| **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
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| **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
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| **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
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| **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
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| **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
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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)