Our Lady of Fatima Catholic Multi Academy Trust

**Head of School – Person Specification**

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| **Category** | **Essential** | **Desirable** |
| **Catholic Ethos** | * Practising and committed Catholic
* Secure understanding of the distinctive nature of the Catholic School and Catholic education
* Understanding of the leadership role in the spiritual development of children and staff
* Understanding of the role of the school in the parishes and wider community
 | * Evidence of participation in the faith life of the community
* Experience in leading acts of worship in Catholic schools
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| **Qualifications** | * Qualified teacher status
 | * NPQH or Working towards NPQH
* Postgraduate level qualification
* Hold CCRS or equivalent or be engaged in a course of study to achieve it or be committed to undertake it within 2 years
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| **Experience** | * Successful and wide ranging experience as a member of a school leadership team with substantive experience as a successful Deputy or Assistant Headteacher
* A good working knowledge of school planning, evaluation and assessment
* Evidence of raising standards
* Substantial successful teaching experience
* A strong commitment to the safeguarding and wellbeing of both staff and children, with a knowledge of the procedures and guidance required
 | * Experience of teaching in more than one school
* Experience of teaching in more than one Key Stage
* Successful experience of planning and implementing School Improvement strategies with a specific focus on raising achievement
* Experience in Catholic education
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| **Professional Development** | * Evidence of commitment to continuing professional development relating to school leadership, management, curriculum / teaching and learning with a view towards developing deeper leadership in education.
 | * Evidence of continuing professional development relating to Catholic ethos, mission and religious education
* Experience of working with other schools / organisations / agencies
* Experience of leading or co-ordinating continuing professional development opportunities for others
* Ability to identify own learning needs and to support others in identifying their learning needs
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| **Leadership and Key Skills** | * Ability to work with and under the strategic leadership of the Executive Headteacher
* Ability to articulate and share a vision of primary education within the context of the mission of a Catholic school
* Evidence of having successfully translated vision to reality at whole school level
* Ability to enthuse, inspire and motivate children, staff, parents and governors 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
* Knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all children
* Demonstrated experience of working and liaising with a school Governing Body to enable it to fulfil its responsibilities to the school
 | * Knowledge of the role of the Academy Trust in a Catholic Academy
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| **Teaching and Learning** | * A secure understanding of the requirements of the Curriculum Directory for Religious Education and primary curriculum at a national level
* Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management
* 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
* Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all children
 | * 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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| **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
 | * Successful involvement in staff recruitment / appointment / induction, whilst understanding the needs of a Catholic school
* Understanding of how financial and resource management enable a school to achieve its education priorities
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| **Accountability** | * Ability to lead, model and manage positive behaviour, good order and assertive discipline in the school
* Experience of whole school self evaluation and improvement strategies
* Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, children, parents, governors, parishioners and clergy
* Ability to provide clear information and advice to staff, governors and parents
 | * Experience of presenting reports to governors
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| **Skills, Qualities and Abilities** | * High quality teaching skills
* Strong commitment to the mission of our Catholic school
* Commitment to their own spiritual formation and that of children and staff
* High expectations of children’s 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
* Ability to organise work, prioritise tasks, make decisions and manage time effectively
* Empathy with children and parents / carers
* Good communication skills
* Good interpersonal skills
* Stamina and resilience
* Confidence
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| **References** | * Positive and supportive faith reference from the Priest where the applicant regularly worships without reservation
* Positive recommendations in professional references without reservation
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