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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |  |
| **References** | * Positive and supportive faith reference from the Priest where the applicant regularly worships without reservation * Positive recommendations in professional references without reservation |  |