Diocese of Leeds

ST PHILIP’S CATHOLIC PRIMARY and Nursery SCHOOL

Head of School

Person Specification

**JOB SPECIFICATION**

***Please note source of evidence of fulfilled criteria: Application Form - A Letter – L References – R Interview - I***

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| 1. **QUALITIES AND KNOWLEDGE** | **Essential or**  **Desirable** | **Evidence** |
| Practising Catholic | E | A R |
| Qualified Teaching Status | E | A |
| Degree | E | A |
| NPQH or similar | D | A |
| CCRS (Catholic Certificate in Religious Studies) | D | A |
| Recent Senior Leadership experience in a Catholic primary school | D | A R I |
| Experience of working with clergy and faith leaders to support the Catholic life of school in support of a parish | D | R I L |
| Lead by example and be a positive role model with excellent communication skills | E | I L |
| Ability to articulate a clear vision and purpose for Catholic education | D | I |
| Be a role model of faith and have experience of leading others on a faith journey | D | R I L |
| Personal impact and presence | D | I |
| Have experience of SLT leadership of Section 48 inspection or equivalent | D | I L |
| Participation in a Parish Community | E | R I L |
| Ability to lead the spiritual development of staff and pupils | E | R I L |
| Understanding of current educational provision and the wider school systems | D | I L |
| Financial astuteness | D | I L |

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| 1. **PUPILS AND STAFF** | **Essential or**  **Desirable** | **Evidence** |
| Have ambitious standards and high expectations for all pupil’s | D | I L |
| Excellent understanding of high quality teaching and learning | E | I L |
| Promote the development of the whole child | D | I L |
| Use data analysis to effectively drive whole school improvement | D | I L |
| Encourage all staff to develop their unique potential | D | I L |
| Identify emerging talent, develop excellence and clear succession planning | D | I L |

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| 1. **SYSTEMS AND PROCESS** | **Essential or**  **Desirable** | **Evidence** |
| Efficient strategic leadership and prudent financial planning | D | I L |
| Ensure the safety of all staff and pupils at all times | D | I L |
| Promote excellent behaviour and positive attitudes to school life | D | I L |
| Systems for performance management to hold staff to account | D | I L |
| Experience of senior leadership and planning for Ofsted Inspections | D | I L |
| Ability to challenge under–performance | D | I L |
| Understanding of strong governance to hold the school to account | D | I L |
| Ensure budgets and resources are deployed in the best interests of pupils | D | I L |
| Promote distributed leadership throughout the organisation | D | I L |

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| 1. **SELF IMPROVING SCHOOL** | **Essential or**  **Desirable** | **Evidence** |
| Knowledge and experience of working with other schools and organisations | E | I L |
| Effective partnerships with a range of professionals | D | I L |
| Use well evidenced research to achieve excellence | D | I L |
| Provide high quality opportunities for staff development | D | I L |
| Confident, entrepreneurial, and innovative approach to school improvement | D | I L |
| Source of inspiration and encouragement for all in the school community. | D | I L |

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| 1. **APPLICATION FORM AND LETTER** | **Essential or Desirable** | **Evidence** |
| Application form to be completed in full and legible | E | A |
| Supporting statement to be clear, concise and related to the specific post and appointment criteria | E | L |

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| 1. **CONFIDENTIAL REFERENCES AND REPORTS** | **Essential or Desirable** | **Evidence** |
| A positive and supportive written faith reference from a priest where the applicant regularly worships. | E | R |
| A positive recommendation from current employer or Headteacher | E | R |
| A second professional reference | E | R |