

St Margaret Mary's Catholic Junior School

“Loving, learning, growing together with Jesus”

Person Specification & Selection Criteria for the post of Headteacher

The school's Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teaching of the Catholic Church and the diocesan Trust Deed. The school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post is therefore reserved for a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all aspects.

A - Application form, I - Interview, R - Reference

[A.1] Faith Commitment

	Essential	Desirable	Source
Practising Catholic	√		A / R
Secure understanding of the distinctive nature of the Catholic school and Catholic education.	√		A / I
Understanding of the leadership role in spiritual development of pupils and staff.	√		A / I
Involvement in a parish community.		√	A / R

[A.2] To be able to demonstrate knowledge and understanding of the following in the context of a Catholic School

	Essential	Desirable	Source
Leading worship.	√		I
Ways of developing religious education and worship.	√		A / I
A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school.	√		A / I
How relationships should be fostered and developed between the school, parish, its community and the diocese.	√		A / I

[B] Qualifications

	Essential	Desirable	Source
Qualified teacher status.	√		A
Degree or equivalent.	√		A
Has completed the Catholic Certificate in Religious Studies (CCRS) or Catholic Teachers' Certificated (CTC) or has a willingness to do so.	√		A
Has completed the Catholic Leadership Programme (CLP) or has a willingness to do so.		√	A / I

[C] Professional Development

	Essential	Desirable	Source
Evidence of appropriate CPD for the role of headteacher.	√		A / I
Evidence of recent leadership and management CPD.	√		A / I
Has successfully undertaken appropriate Child Protection training.	√		A
Has successfully undertaken appropriate Designated Safeguarding.		√	A / I

Senior Leader training.			
Has successfully undertaken Secretary of State's (NCTL, CWDC or local authority) "safer recruitment" training or has a commitment to do so before taking up post/ within 12 months of taking up post.	√		A / I

[D] School leadership and management experience

	Essential	Desirable	Source
Recent successful leadership as a headteacher.		√	A / I / R
Recent successful leadership at least as Deputy Headteacher or Assistant Headteacher.	√		A / R
Be able to demonstrate successful/effective leadership in a school in similar circumstances/serving a similar community.		√	A / I
Ability to inspire and motivate staff, pupils, parents and the board to achieve the aims of Catholic education.	√		A / I
Has a proven track record for improving the educational, social and personal outcomes for pupils.	√		A / I
To have taken an active involvement in school self-evaluation and development planning.	√		A / I
To have an awareness of and to be fully conversant with the financial management of a catholic primary school.		√	A / I
Knowledge and understanding of strategic financial planning and budgetary management in relation to their contribution to school improvement and pupil achievement.	√		A / I
To have had responsibility for policy development and implementation.	√		A / I
To have had experience of and ability to contribute to staff development across the primary range (e.g. coaching, mentoring, INSET for staff).	√		A / I
To be able to work effectively with the governing body.	√		A / I
Experience of managing complex people management issues including liaison with Professional Associations/Trade Unions/Parents.		√	A / I
Experience of leading change management processes and complex casework issues within a school environment.		√	A / I
Experience of developing strategies for effective staff engagement and maintaining positive staff morale.	√		A / I
Experience of leading an effective staff appraisal process and develop structured support packages that contribute to school improvement.		√	A / I
Experience of dealing with Human Resources issues that contribute to achieving positive outcomes for Schools.		√	A / I

[E] Experience and knowledge of teaching

	Essential	Desirable	Source
Experience of teaching in more than one school.		√	A
Experience of teaching in a Catholic school.		√	A
Significant (at least five years+) teaching experience within the primary age range.	√		A
Experience of providing professional challenge and support to others	√		A / I

through the performance management process.			
To have a current knowledge and understanding of all 3 Key Stages in the primary phase.		√	A / I
To be able to effectively use data, assessment and target setting to raise standards/address weaknesses.	√		A / I
To be able to exemplify how the needs of all pupils have been met through high quality teaching.	√		A / I

[F] Professional Attributes

	Essential	Desirable	Source
To be able to demonstrate an understanding of the needs of pupils at this School and how these could be met.	√		A / I
To be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies.	√		A / I
Excellent written, ICT and verbal communication skills (which will be assessed at all stages of the process).	√		A / I
To be a leader of learning, demonstrating, promoting and encouraging outstanding classroom practice.	√		A / I

[G] Professional Skills based on the National Standards for Headteachers

The Headteacher is expected to have a good knowledge of the National Standards of Excellence for Headteachers (2015) upon which the job description is based and be willing to work towards the achievement of these standards. In addition the Headteacher will be expected to work with the governors to set annual personal objectives within the framework of these standards:

- Qualities and Knowledge
- Pupils and Staff
- Systems and Processes
- The Self-Improving School System

The supporting statement should detail the applicant's current knowledge of the four domains listed above.

[H] Personal Qualities

The following are essential for the post and will be assessed throughout the process.

The headteacher will be able to:

- Promote the school's strong educational philosophy and values.
- Inspire, challenge, motivate and empower teams and individuals to achieve high goals.
- Communicate clearly and effectively both orally and in writing in English.
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people.
- Build/Maintain quality relationships through effective interpersonal skills & communication.
- Demonstrate personal and professional integrity including modelling values and vision.
- Manage and resolve conflict.
- Prioritise, plan and organise work.
- Think analytically and creatively and demonstrate initiative in solving problems.
- Be aware of the personal strengths and areas for development of others; listen to reflect on and respond to their views.

[I] Confidential References and Reports

Positive and supportive references are required from

1. The Catholic priest where the applicant normally worships confirming the applicant is a practising Catholic.
2. The applicant's present school or current employer.
3. Another professional. Where the applicant is not currently employed working with children, this must be the most recent school employer. Local agreements may prescribe that the second professional reference is provided by a SIP or LA adviser whenever possible.

The governors reserve the right in exceptional cases to seek additional references from other former employers where this seems appropriate.

[J] Application Form and Supporting Statement

The CESEW application form must be fully completed and legible. The supporting statement should **not exceed 1,300** words and should be clear, concise and related to the post and setting applied for, paying particular attention to Section G above.