



St Anne's Catholic Primary School

'Let the light of Christ shine in our school.'

Headteacher Person Specification

	Essential	Desirable
Catholicity	<ul style="list-style-type: none"> • A 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 parish and wider community 	<ul style="list-style-type: none"> • Evidence of participation in the faith life of the community • Experience in leading acts of worship in Catholic schools
Qualifications	<ul style="list-style-type: none"> • Degree and QTS • Record of relevant CPD 	<ul style="list-style-type: none"> • NPQH • CCRS • Other/further degree/post graduate study
Experience	<ul style="list-style-type: none"> • Experience as a successful headteacher, deputy or assistant headteacher • Outstanding teacher with a proven track record of achieving high standards • Strategic responsibility in school leadership and management including leadership and management of a subject • Proven track record in leading and managing staff to support successful outcomes for a wide ability range of students 	<ul style="list-style-type: none"> • Experience of working in a church school • Experience of teaching in Early years, KS1 and KS2 • Experience of working successfully with groups such as governors/PTA • Experience of working with other professionals, learning networks and partnerships
Professional knowledge and understanding	<ul style="list-style-type: none"> • Knowledge of how to apply the revised OFSTED framework to school evaluation and whole school improvement planning • Outstanding knowledge of how children learn and of strategies to maximise their learning potential • Knowledge of national curriculum assessment and exemplary understanding of how effective target setting and pupil tracking can lead to improved results • Sound understanding and practical knowledge of the management of change and the sensitive handling of staff 	<ul style="list-style-type: none"> • Knowledge of the SEN code of practice • An understanding of SMSC and how it relates to a child's whole school experience • Understanding of using financial resources effectively to benefit learners
Strategic leadership	<ul style="list-style-type: none"> • A thorough knowledge of the major curriculum issues, current educational development and legislation • Evidence of ambition for the success of every child by setting and achieving challenging goals and targets including SEND • Ability to communicate and implement a shared vision of excellence 	<ul style="list-style-type: none"> • Knowledge and experience of best practice in performance appraisal and CPD • Knowledge and understanding of the issues involved in working productively with the governing body and its



	<ul style="list-style-type: none"> • Experience of effective analysis and strategic use of pupil performance data to identify trends to inform teaching and learning outcomes • Experience of leading change effectively • Ability to enthuse, inspire and motivate children, staff, parents and governors to achieve the aims of Catholic education 	statutory duties
Teaching and Learning	<ul style="list-style-type: none"> • Experience of developing a consistently high quality of teaching • Commitment to the wider curriculum • Proven successful teaching which plans for the different needs of all pupils • Ensure an ethos which supports good behaviour and enables pupils to aspire and achieve success • Confident in judging lessons and effective in giving feedback to colleagues resulting in improvement • Remains passionate about teaching and is prepared to remain active in the classroom supporting learning throughout the school 	<ul style="list-style-type: none"> • Embraces new technology in education and understands the impact of ICT for the future of teaching and learning
Leading and managing staff	<ul style="list-style-type: none"> • Be a role model of best practice with a professional demeanour that engenders confidence, trust and respect in others • Foster an open, fair and equitable culture and manage conflict • Develop, empower and sustain individuals and teams • Collaborate and network with others within and beyond the school • Challenge, influence and motivate others to attain high goals 	
Managing the organisation	<ul style="list-style-type: none"> • Manage the school efficiently and effectively on a day-to-day basis • Delegate management tasks and monitor their implementation • Prioritise, plan and organise own workload and that of others • Make professional, managerial and organisational decisions based on informed judgements • Up to date knowledge of statutory responsibilities, relevant legislation and guidance in relation to the safeguarding of children and young people • Demonstrate experience of the effective deployment of resources – budget and staffing • Demonstrate commitment to equality of opportunity and inclusive education 	
Accountability	<ul style="list-style-type: none"> • Effective communication both orally and in writing to a range of audiences • Engage in systematic and rigorous self-evaluation of the work of the school • Proven ability of building relationships with and working with staff and 	



	<p>leadership teams in setting and maintaining priorities</p> <ul style="list-style-type: none"> • Collect and use a rich set of data to understand the strengths and weakness of the school • Understanding legislation with regard to health and safety such that the school meets its statutory requirements and is a safe environment for learning, promoting the well-being of staff and students • Understanding the importance of maintaining the school building, its fabric and environment 	
Safeguarding	<ul style="list-style-type: none"> • Up to date knowledge of statutory responsibilities, relevant legislation and guidance in relation to the safeguarding of children and young people and ensures that everyone shares that commitment to safeguarding 	
Skills, qualities and abilities	<ul style="list-style-type: none"> • Has the enthusiasm, initiative and commitment to ensure good practice is embedded throughout the school • The ability to think and plan strategically to promote the school's vision, ethos and values • Is well-organised, able to plan, prioritise and delegate effectively • Has strong inter-personal skills and self-awareness, adapting to situations and carefully managing professional relationships • Has proven sound decision-making skills combined with the ability to lead, influence, empower and manage change • Has presence and visibility as a leader demonstrating optimism, resilience with a well-developed sense of proportion • Is approachable to pupils, parents and staff and is a good listener • Has high expectations of themselves, pupils and staff 	
Strengthening community	<ul style="list-style-type: none"> • Recognise and value the richness and diversity of the school community • Evidence of building effective relationships with parents/carers, partners and the wider community • A commitment and vision to collaborate with the partnership cluster in support of the development of the wider school community and systems leadership 	