



St Anne's Catholic Primary School

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

Headteacher Person Specification

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



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



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