

Chief Executive Officer: Andrew Truby  
Chair of the Board of Directors: Ann Connor OBE

## Personal specification - 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. At all times 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.

Source Key: A = Application Form I = Interview R = References CC = Checking Certificates

### [A] Faith Commitment

		Essential	Desirable	Source
1.	Practising Catholic	E		A/I/R
2.	Involvement in parish community		D	A/I/R

**To be able to demonstrate their knowledge and understanding of the following in the context of a Catholic school.**

		Essential	Desirable	Source
3.	Leading school worship	E		A/I
4.	Ways of developing religious education and worship	E		A/I
5.	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.	E		A/I
6.	How relationships should be fostered and developed between the school, parish and its community and the diocese.	E		A/I

### [B] Qualifications

		Essential	Desirable	Source
7.	Qualified teacher status	E		A/CC
8.	Degree	E		A/CC
9.	Has completed or has a commitment to do the Catholic Certificate in Religious Studies CCRS and/or the Catholic Leadership Programme	E		A/CC/I

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### [C] Professional Development

		Essential	Desirable	Source
10.	Has successfully undertaken child protection training	E		A
11.	Evidence of appropriate professional development for the role of headteacher	E		A
12.	Has successfully undertaken appropriate training for the role of Designated Safeguarding Lead or has a commitment to do so	E		A
13.	Has successfully undertaken the Secretary of State's Safer Recruitment Training or has a commitment to do so before taking up post or within twelve months of taking up post	E		A/I/CC

### [D] School leadership and management experience

		Essential	Desirable	Source
14.	Recent successful leadership as a Headteacher, Deputy Headteacher or Assistant Headteacher	E		A/I/R
15.	To have an awareness of the financial management of a primary academy	E		A/I/R
16.	Knowledge and understand of strategic financial planning and budgetary management in relation to their contribution to school improvement and pupil outcomes		D	
17.	To have had experience of and ability to contribute to staff development across the primary range (e.g. coaching, mentoring, INSET for staff)	E		A/I/R
18.	To have taken an active involvement in school self-evaluation and development planning		D	
19.	To understand how to work effectively with a Governing Body	E		A/I/R
20.	To have experience of advising a Governing Body or one of its committees		D	
21.	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	E		A/I/R

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		Essential	Desirable	Source
22.	to have had responsibility for policy development and implementation	E		A/I/R

### [E] Experience and knowledge of teaching

		Essential	Desirable	Source
23.	Significant teaching experience and proven excellence in teaching pupils within the relevant phase(s)	E		A/I/R
24.	Experience of teaching in a Catholic school		D	A/I
25.	Experience of providing professional challenge and support to others through the Performance Management Process.	E		A/I/R
26.	A current knowledge and understanding of all key stages represented in the school	E		A/I/R
27.	To be able to use data, assessment and target setting effectively to improve outcomes for all pupils.	E		A/I/R
28.	To be able to exemplify how the needs of all pupils have been met through high quality teaching	E		A/I/R

### [F] Professional Attributes

		Essential	Desirable	Source
29.	Excellent written and oral communication skills (which will be assessed at all stages of the process)	E		I
30.	Have a working knowledge of a variety of digital platforms and systems for both management and communication	E		I
31.	To be a leader of learning, demonstrating, promoting and encouraging outstanding classroom practice	E		A/I
32.	To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	E		A/I/R
33.	Show a good commitment to sustained attendance at work	E		A/I/R



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## Professional Skills

The Headteacher is expected to have a good knowledge of the National Standards of Excellence for Headteachers (2020) upon which the job description is based and be willing to work towards the achievement of these standards:

- School Culture
- Teaching
- Curriculum and Assessment
- Behaviour
- Additional and Special Educational Needs and Disabilities
- Professional Development
- Organisational Management
- Continuous School Improvement
- Working in Partnership
- Governance and Accountability

The supporting statement for this application should detail the applicants' current knowledge of the ten standards listed above. There is no expectation that a prospective headteacher will have fully attained all these standards.

## Personal Qualities

All of the following are considered essential for the post and will be assessed through interview and reference:

- Continue to promote the school's strong educational philosophy and values
- Inspire, challenge, motivate and empower teams and individuals to achieve high goals
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people
- Build and maintain quality relationships through interpersonal skills and effective communication
- Demonstrate personal and professional integrity, including modelling values and vision
- Manage and resolve conflict
- Prioritise, plan and organise themselves and others
- Think analytically and creatively and demonstrate initiative in solving problems
- Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others
- Demonstrate a capacity for sustained hard work with energy and vigour
- Uphold the 7 Nolan principles of public life.