

**PERSON SPECIFICATION**

Appointment of Headteacher

Please write your supporting statement / letter giving evidence of how you meet each of the essential criteria.

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|  |  | **Essential** | **Desirable** |
| **Faith Commitment** | | | |
| 1 | Practising and committed Catholic in good standing with the Church | √  R | Evidence of participation in parish or Catholic community life |
| 2 | A secure understanding of the distinctive nature of the Catholic school | √  A I |  |
| 3 | Understanding of the headteacher’s role as pastor | √  A I |  |
| 4 | Understanding of the school’s role in the Catholic and wider community | √  A I |  |
| 5 | Ability to demonstrate care, compassion and reconciliation | √  A |  |
| 6 | Ability to lead acts of worship in the Catholic school | √  I |  |
| **Qualifications and Training** | | | |
| 1 | Degree + QTS | √  A  D |  |
| 2 | Evidence of continuing professional development in preparation for HT post | √  A | NPQH Post  Grad level qualification  MA in Catholic School Leadership |
| 3 | Catholic Certificate in Religious Studies (CCRS) |  | √  D |
| 4 | Willingness to undertake CCRS within 2 years of appointment | √  A |  |
| **Experience** | | | |
| 1 | A record of substantial, successful teaching experience, including teaching more than 1 Key Stage in the primary age range | √  ARI | Exper.in a  variety of  schools |
| 2 | Experience as a successful Headteacher, Head of School, Deputy or Assistant Headteacher | √  ARI |  |
| 3 | Experience of effecting change in teaching, learning or curriculum either at phase or whole school level | √  ARI |  |
| 4 | Experience of leadership role within a primary school; | √  ARI |  |
| **Professional Knowledge and Understanding** | | | |
| 1 | Understanding the expectations in the Ofsted Framework about what makes an effective school. | √  AI | Understanding of the expectations of the CSI Inspection |
| 2 | Working knowledge of school planning, evaluation, assessment and  accountability | √  ARI | The ability to role model excellent teaching |
| 3 | Ability to analyse data, develop strategic plans, set targets and achieve  desired outcomes | √  AI |  |
| 4 | Thorough knowledge and understanding of current educational issues | √  AI |  |
| 5 | Ability to develop policies and procedures that demonstrate the Catholic  ethos of the school and a commitment to equal opportunities for all | √  AI R |  |
| **Promoting the Welfare of Children** | | | |
| 1 | A good understanding of up to date policy and practice with regard to  Safeguarding. Commitment to the safeguarding and well-being of staff and pupils | √  I |  |
| **Professional Skills and Abilities** | | | |
| 1 | Evidence of working effectively with the Headteacher, staff, governors and parents | √  RI |  |
| 2 | Ability to communicate effectively in writing and orally to a range of  audiences including pupils, parents, staff, governors, clergy, fellow  professionals and the media | √  AI |  |
| 3 | Ability to produce clear reports, information and advice to staff and  governors and to provide clear information to the Diocese and the CES when required | I  R | Understanding the criteria for  evaluating a  Catholic school |
| **Personal Qualities** | | | |
| 1 | Evidence of leading by example, demonstrating good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships | √  RI |  |
| 2 | Stamina, energy and resilience; confidence | RI |  |
| 3 | Optimistic outlook | R |  |
| 4 | Commitment to own work/life balance as well as that of others | AI |  |
| **Other** | | | |
| 1 | Understand and support the Catholic ethos of our Catholic School, including the spiritual development of the pupils and the school’s role within the community | √  AIR |  |
| 2 | Evidence of a strong commitment to Catholic education | √  AIR |  |

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| A – Application form  D – Documents  I – Interview  R – References |

**References**

• Positive and supportive reference from the Priest where the applicant regularly worships; in good standing with the Church; reference without reservation.

• Positive recommendations in professional references, without reservation.