



**St. Clare’s Catholic Primary School**



**PERSON SPECIFICATION**

**Appointment of Headteacher for St Clare’s Catholic Primary**

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

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|  | Essential | Desirable |
| **Qualifications and Training** |  |  |
| 1. Practising and committed Catholic in good standing with the Church
 | √R | Evidence of participation in parish or Catholic community life |
| 1. Degree + QTS
 | √AD |  |
| 1. Evidence of continuing professional development as a HT
 | √AD | NPQHPost Grad level qualificationMA in Catholic School Leadership |
| 1. Catholic Certificate in Religious Studies (CCRS)
 |  | √D |
| 1. Willingness to undertake CCRS within 2 years of appointment
 | √AI |  |
| **Experience** |  |  |
| 1. A record of substantial, successful teaching experience, including teaching more than 1 Key Stage
 | √ARI | Experience in a variety of schools |
| 7. Experience as a successful Deputy Headteacher | √ARI |  |
| 8. Experience of effecting change in teaching, learning or curriculum either at phase or whole school level | √ARI |  |
| **Professional Knowledge and Understanding** |  |  |
| 10. Understanding the expectations in the new Ofsted Framework about what makes an effective school. | √AI | Understanding of the expectations of Catholic School Inspection |
| 11. Working knowledge of school planning, evaluation, assessment and accountability | √ARI | The ability to role model excellent teaching |
| 12 Ability to analyse data, develop strategic plans, set targets and achieve desired outcomes | √ARI |  |
| 13 Ability to develop policies and procedures that demonstrate the Catholic ethos of the school and a commitment to equal opportunities for all | √ARI |  |
| **Promoting the welfare of children** |  |  |
| 14. 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** |  |  |
| 15. Evidence of working effectively with the staff, governors and parents  | √ARI |  |
| **Personal Qualities** |  |  |
| 16. Evidence of leading by example, demonstrating good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships. | √RI |  |
| 17. Stamina and resilience; confidence | √RI |  |
| **Other** |  |  |
| 18. 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 |  |
| 19. Evidence of a strong commitment to Catholic education; | √AIR |  |

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.