Person Specification 

St Joseph’s Catholic Primary School

Headteacher

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| Essential Criteria | Criterion No. | Attribute | Stage Identified |
| Faith Commitment | E1  E2  E3  E4 | A practising Catholic (fulfilling the requirements of the Diocesan Briefing Note)  Secure understanding of the distinctive nature of the Catholic school and Catholic education  Understanding of the leadership role in spiritual development of pupils and staff  Experience of leading school worship | A/I/R  A/I/R  A/I/R  A/I |
| Qualifications | E5  E6  E7 | Qualified teacher status  Degree  CCRS/CTC (or equivalent) or commitment to obtaining the certificate. | A/CC  A/CC  A/CC/I |
| Professional Development | E8  E9  E10  E11  E12 | Evidence of appropriate professional development for the role of executive headteacher  Evidence of professional development relating to Catholic ethos, mission and religious education  Evidence of recent leadership and management professional development  Evidence of working with other schools/organisations/ agencies  Evidence of appropriate safeguarding training at senior leadership level | A  A/I/CC  A  A/I/CC  A/I/CC |

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| School Leadership and Management Experience | E13  E14  E15  E16  E17  E18  E19  E20  E21 | Ability to articulate and share a vision for education within the context and mission of a Catholic school  Ability to inspire and motivate staff, pupils, parents and the board to achieve the aims of Catholic education  To have successful experience as an effective deputy headteacher, assistant headteacher or head of school  To have taken a key role in school self-evaluation and development planning  An understanding of the relationship between the headteacher and the board in a Catholic school  Experience of working constructively with parents  Experience of monitoring staff performance  Thorough knowledge and understanding of current educational issues  Evidence of managing people management issues and leading staff to achieve positive outcomes for the school. | A/I/R  A/I/R  A/I/R  A/I/R    A/I/R  A/I/R  A/I/R  A/I/R  A/I/R |
| Experience and Knowledge of Teaching | E22  E23  E24 | Secure understanding of the requirements of the Religious Education Directory and the National Curriculum  Secure knowledge of statutory requirements relating to the curriculum and assessment.  Experience of teaching in either Early Years, Key Stage 1 or Key Stage 2. | A/I  A/I |
| Professional Attributes | E25 | To have excellent written and oral communication skills (which will be assessed at all stages of the process) | A/I |
| Application Form and Supporting Statement | E26  E27 | The form must be fully completed electronically.  The supporting statement should be clear, concise (within the required word count) and related to the specific post. | A  A |

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| Desirable Criteria | Criterion No. | Attribute | Stage Identified |
| Faith Commitment | D1 | Involvement in a parish community | A/I |
| Qualifications | D2  D3  D4  D5  D6  D7 | Recent experience in a Catholic school  Postgraduate level qualification  National Professional Qualification for Headship (NPQH)  Successful completion of Diocesan leadership programme  Understanding of budget planning, staff deployment and effective use of resources  Willingness to undertake Mental Health Lead training. | A/I  A/CC  A/CC  A/CC  A/I  A/I |

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| Key – Stage Identified | |
| A | Application Form |
| I | Interview |
| R | References |
| CC | Checking Certificates |