

Person Specification/ Selection Criteria for Headteacher St Matthew’s Church of England Primary School

The applicant will be required to safeguard and promote the welfare of children and young people.

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

[A] Faith Commitment

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

Faith Commitment	Essential	Desirable	Source
Leading collective school worship	E		AIR
Ways of developing religious education and worship	E		AIR
A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Christian ethos of the school.	E		AIR
A practising Christian		D	AIR

[B] Qualifications

Qualification requirements	Essential	Desirable	Source
Qualified teacher status	E		A
Evidence of Continuing Professional Development relating to school leadership and curriculum development	E		A

[C] Experience: Recent and successful experience of:

Safeguarding	E		AIR
Headship in a primary school	E		AIR

Executive Headteacher – Mrs A Lister

ST. MATTHEW’S C of E PRIMARY SCHOOL, Kentford Road, Bolton, BL1 2JL

T 01204 333005 E office@st-matthews.bolton.sch.uk W www.st-matthews.bolton.sch.uk



Teaching at primary school Leading curriculum development Tracking pupil progress, planning appropriate interventions and monitoring the impact of actions taken	E		AIR
Having a significant positive impact on outcomes and progress for pupils, regardless of their individual, special or additional needs	E		AIR
Positive behaviour management	E		AIR
Leading safeguarding	E		AIR
Working with governors	E		AIR
Working with external agencies for the well-being of pupils and their families	E		AIR
Managing a delegated budget in line with the school's Ethos	E		AIR
NPQH or other leadership qualification		D	A
Christian Leadership qualification and/or experience		D	AIR
SENCO Qualification		D	A
Working in the church school sector		D	AIR

[D] Wisdom: Demonstrate wisdom through understanding of:

The distinctive Christian character of a Church of England school as expressed through its vision, value and ethos	E		AIR
Issues relating to the leadership and management of a church school that promotes human flourishing	E		AIR
Principles for the development of effective teaching and learning to reflect the needs and worth of every pupil	E		AIR
Principles of school self-evaluation and strategies for planning school improvement to enable flourishing for all	E		AIR
Strategies to develop 'community and living well' through partnership with families, and relationships with church and the local community	E		AIR
The range of data available for the evaluation and improvement of school performance and how to share this in an accessible way with staff, governors and families	E		AIR
The Church of England Vision for Education	E		AIR
The unique context of the school		D	AIR
The legislative framework for a VC school, including governance, curriculum and inspection frameworks and the requirements for statutory assessment	E		AIR

Personnel issues relevant to school leadership	E		AIR
Strategic financial planning	E		AIR

[E] Professional Attributes

Demonstrate an understanding, awareness and empathy for the needs of the pupils at St Matthew's CE Primary School and how these could be met.	E		AIR
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		AIR
Excellent written and verbal communication skills (which will be assessed at all stages of the process).	E		AIR
To be a leader of learning, demonstrating, promoting and encouraging outstanding classroom practice.	E		AIR
Show a good commitment to sustained attendance at work	E		AIR

[F] Professional Skills

(Expectations set out in the Headteachers' Standards 2020.) Must have the ability to:

Develop Hope and Aspiration:

Inspire, motivate and challenge staff, pupils, and others to live out the school's Christian vision by communicating a hopeful journey of improvement.

Continue to develop the distinctive Christian character and ethos of the school.

Develop teaching and learning to enable all pupils to fulfil their potential, including modelling exemplary teaching practice.

Provide leadership in Collective Worship that reflects the Christian identity of the school.

Provide leadership in RE that reflects the context of the school.

Promote Community and Living Well Together:

Foster good teamwork through promoting a sense of community through a culture of 'living well.'

Monitor and evaluate the performance of people and policies in line with the ethos of the school.

Manage the school as a hospitable community that seeks to embody an ethos of living well together.

Further enhance relationships with the Governing Body, external agencies, the Diocese, the LA, and other schools.

Promote Dignity and Respect:

Ensure all children are kept safely from harm and educated in an environment where all God's children are valued.

Create and maintain an effective learning environment and culture that positively recognises individual strengths and needs.

Manage own workload and that of others to allow a work-life balance, in line with Christian principles and practices.

[G] Personal Qualities

All of the following personal qualities are considered to be essential for this post and will be assessed through interview and reference in respect of self and others:

Communicate effectively in spoken word and in writing in a range of contexts and with sensitivity to the given audience
Relate constructively to all, inspiring confidence in others, whilst supporting own and others' personal flourishing

[H] Confidential References and Reports

A positive and supportive faith reference from a priest/minister where the applicant regularly worships.	D
Positive recommendation from all referees, including current employer	E
A supportive reference from the Local Authority, if possible, or a further supportive professional reference	E

[I] Application Form and Supporting Statement

The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post in this church school, following the guidance outlined in the sections above.

The governors wish your supporting statement to be no more than 3 sides of A4, Arial point 11.