

# St. Thomas More Catholic Primary School

South Road, Saffron Walden, Essex. CB11 3DW

Email: admin@stmsw.co.uk

HEADTEACHER: Mrs. M.J. Hall M.Phil

Telephone: 01799 523248

**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  |
| 1. A secure understanding of the distinctive nature of the Catholic school
 | √A I |  |
| 1. Understanding of the headteacher’s role as pastor
 | √A I |  |
| 1. Understanding of the school’s role in the Catholic and wider community
 | √A I |  |
| 1. Ability to demonstrate care, compassion and reconciliation
 | √A |  |
| 1. Ability to lead acts of worship in the Catholic school
 | √I |  |
| **Qualifications and Training** |  |  |
| 1. Degree + QTS
 | √AD |  |
| 1. Evidence of continuing professional development in preparation for HT post
 | √A | 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
 | √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 |
| * + 1. Experience as a successful Headteacher, Head of School, Deputy or Assistant Headteacher
 | √ARI |  |
| * + 1. Experience of effecting change in teaching, learning or curriculum either at phase or whole school level
 | √ARI |  |
| * + 1. 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 S.48 denominational Inspection |
| 1. Working knowledge of school planning, evaluation, assessment and accountability
 | √ARI | The ability to role model excellent teaching  |
| 1. Ability to analyse data, develop strategic plans, set targets and achieve desired outcomes
 | √AI |  |
| 1. Thorough knowledge and understanding of current educational issues
 | √AI |  |
| 1. 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 |  |
| 1. 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 |  |
| 1. 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 |  |
| 1. Stamina, energy and resilience; confidence
 | RI |  |
| 1. Optimistic outlook
 | R |  |
| 1. Commitment to own work/life balance as well as that of others
 | AI |  |

|  |  |  |
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| **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 |  |
| 1. 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.