



## Loving and Learning together, with Jesus

### PERSON SPECIFICATION

#### Appointment of Headteacher

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

	Essential	Desirable
<b>Faith Commitment</b>		
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	
<b>Qualifications and Training</b>		
1. Degree + QTS	✓	

	AD	
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	
<b>Experience</b>		
5. A record of substantial, successful teaching experience, including teaching more than 1 Key Stage in the primary age range.	√ ARI	Experience in a variety of schools
7. Experience as a successful Headteacher, Head of School, or Deputy Headteacher	√ ARI	
1. Experience of effecting change in teaching, learning or curriculum either at phase or whole school level	√ ARI	
2. Experience of leadership role within a primary school	√ ARI	
<b>Professional Knowledge and Understanding</b>		
3. Understanding the expectations in the Ofsted Framework about what makes an effective school.	√ AI	Understanding of the expectations of the S.48 denominational Inspection
4. Working knowledge of school planning, evaluation, assessment and accountability	√ ARI	The ability to role model excellent teaching

5. Ability to analyse data, develop strategic plans, set targets and achieve desired outcomes	V AI	
6. Thorough knowledge and understanding of current educational issues	V AI	
7. Ability to develop policies and procedures that demonstrate the Catholic ethos of the school and a commitment to equal opportunities for all	V AI R	
<b>Promoting the welfare of children</b>		
8. 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	V I	
<b>Professional Skills and Abilities</b>		
9. Evidence of working effectively with the Headteacher , staff, governors and parents	V RI	
10. Ability to communicate effectively in writing and orally to a range of audiences including pupils, parents, staff, governors, clergy, fellow professionals and the media	V AI	
11. 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
<b>Personal Qualities</b>		
12. Evidence of leading by example, demonstrating good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships.	V RI	
13. Stamina, energy and resilience; confidence	RI	
14. Optimistic outlook	R	
15. Commitment to own work/life balance as well as that of others	AI	
<b>Other</b>		
16. 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.	V	

	AIR	
17. Evidence of a strong commitment to Catholic education;	√ AIR	

A – Application form D – Documents I – Interview R - References
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## References

- Positive and supportive reference from the Priest where the applicant regularly worships; in good standing with the Church; reference without reservation. Priest’s reference on diocesan proforma so that the necessary questions are addressed. (See ‘Definition of a Practising Catholic for a Reserved Post’)
- Positive recommendations in professional references, without reservation.