### **Headteacher Person Specification**

**(Assessment key: ‘A’ is application; ‘I’ is interview and ‘R’ are references)**

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| **Qualifications and Training** | **Essential** | **Desirable** | **Assessed** |
| * Qualified Teacher Status | **√** |  | **A I** |
| * Evidence of recent and relevant continuing professional development | **√** |  | **A I** |
| * NPQH Award or equivalent award |  | **√** | **A I** |
| * Degree | **√** |  | **A I** |
| * Post-graduate level qualification or recognised alternative |  | **√** | **A I** |
| * Relevant SEND qualification or training. |  | **√** | **A I** |
| **Relevant Experience** | **Essential** | **Desirable** | **Assessed** |
| * Recent experience as a successful senior leader in the primary phase | **√** |  | **A I R** |
| * Curriculum leadership experience | **√** |  | **A I R** |
| * Experience of leading the raising of standards in teaching and learning | **√** |  | **A I R** |
| * Strategic leadership in building and maintaining effective relationships with Governors, parents, the community, diocese, parish and LA | **√** |  | **A I R** |
| * Strategic planning and resource management | **√** |  | **A I R** |
| * Experience in leading school improvement planning and self-evaluation | **√** |  | **A I R** |
| * Experience of leading and managing successful change |  | **√** | **A I R** |
| * Experience of full primary age range | **√** |  | **A I** |
| * Experience of working in more than one primary school |  | **√** | **A I** |
| * Experience of working in an environment of mixed- age classes |  | **√** | **A I** |
| * Experience of successfully managing personnel and health/ safety issues | **√** |  | **I** |

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| **Knowledge and understanding of** | **Essential** | **Desirable** | **Assessed** |
| * Models of effective teaching and learning | **√** |  | **A I** |
| * Models of behaviour and attendance management | **√** |  | **A I** |
| * Up to date knowledge of the National Curriculum (and EYFS curriculum) | **√** |  | **I** |
| * Safeguarding requirements | **√** |  | **A I** |
| * Current educational priorities, legislation and developments. | **√** |  | **I** |
| * Strategies to promote individual and team development | **√** |  | **A I** |
| * School improvement strategies to include raising attainment, data analysis, target setting and appraisal | **√** |  | **A I** |
| * Financial planning and budget management |  | **√** | **I R** |
| * Successful management strategies for monitoring the quality of teaching and learning, pupil outcomes and the quality of provision. | **√** |  | **I** |
| * Developing vision and philosophy to include inclusion, ethos, communication, behaviour, school improvement and diversity | **√** |  | **A I R** |
| * School self-evaluation and its relationship with the process of school development and improvement | **√** |  | **A I** |
| * The work of other agencies and opportunities for successful collaboration with them | **√** |  | **A I** |
| * Working with, and understanding the role of school Governors. | **√** |  | **A I R** |
| **Professional Skills** | **Essential** | **Desirable** | **Assessed** |
| * Ability to lead both operationally and strategically | **√** |  | **I R** |
| * Ability to lead, monitor and evaluate the quality of teaching and learning | **√** |  | **A I R** |
| * Collaborative working and networking with others within and beyond the school | **√** |  | **A I R** |
| * Partnership working to secure the commitment and support of the wider community | **√** |  | **A I R** |
| * Working with other agencies to support inclusion | **√** |  | **A I R** |
| * Effective interpersonal and communication skills (including written, oral, ICT and presentation) | **√** |  | **A I R** |
| * The delivery (use and impact) of new technologies to support teaching and learning |  | **√** | **A I R** |
| * Strong organisational, self-management and time management skills | **√** |  | **I R** |
| * Ability to motivate, enthuse and empower staff and pupils | **√** |  | **I R** |
| * Ability to hold others to account | **√** |  | **I R** |
| * Work well in challenging situations and be able to prioritise work to meet deadlines | **√** |  | **I R** |
| * The ability to think creatively to anticipate and to identify problems and needs and to construct solutions | **√** |  | **I R** |
| **Personal Qualities** | **Essential** | **Desirable** | **Assessed** |
| * A practicing catholic with a strong personal faith and a clear vision of Catholic Education | **√** |  | **A I R** |
| * Commitment to developing the school at the heart of the community | **√** |  | **A I R** |
| * Commitment to support the school’s inclusive ethos | **√** |  | **A I R** |
| * Commitment to uphold, promote and develop the Catholic ethos of the school | **√** |  | **A I R** |