

PERSON SPECIFICATION

Appointment of Head of School

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

		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
2	A secure understanding of the distinctive nature of the Catholic school	√ A I	
3	Understanding of the Head of School'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	
Qualifications and Training			
1	Degree + QTS	√ A D	
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	
Experience			
1	A record of substantial,	√ ARI	Exper.in a variety of

	successful teaching experience, including teaching more than 1 Key Stage in the primary age range		schools
2	Experience as a successful Head of School, Head of School, Deputy or Assistant Head of School	√ ARI	
3	Experience of effecting change in teaching, learning or curriculum either at phase or whole school level	√ ARI	
4	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 CSI Inspection
2	Working knowledge of school planning, evaluation, assessment and accountability	√ ARI	The ability to role model excellent teaching
3	Ability to analyse data, develop strategic plans, set targets and achieve desired outcomes	√ AI	
4	Thorough knowledge and understanding of current educational issues	√ AI	
5	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 Head of School, staff, governors and parents	√ RI	
2	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	
3	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	
2	Stamina, energy and resilience; confidence	RI	
3	Optimistic outlook	R	
4	Commitment to own work/life balance as well as that of others	AI	

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	
2	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.
- Positive recommendations in professional references, without reservation.