

## Person Specification/Selection Criteria for Headteacher at St Thomas More RC College

***The school's Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teaching of the Catholic Church and the diocesan Trust Deed. At all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post is therefore reserved for a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all aspects.***

Source Key: A = Application Form I = Interview R = References CC = Checking Certificates

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

### [A.1] Faith Commitment

		Essential	Desirable	Source
1.	Practising Catholic	E		A/I/R
2.	Involvement in parish community		D	A/I/R

### [A.2] To be able to demonstrate knowledge and understanding of the following in the context of a Catholic School

		Essential	Desirable	Source
3.	Leading school worship	E		A/I
4.	Ways of developing religious education and worship		D	A/I
5.	A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school	E		A/I
6.	How relationships should be fostered and developed between the school, parish, its community and the Diocese		D	A/I

### [B] Qualifications

		Essential	Desirable	Source
7.	Qualified teacher status	E		A/CC
8.	Degree	E		A/CC

9.	Has completed the Catholic Certificate in Religious Studies (CCRS) or the Catholic Teachers' Certificated (CTC) or has a commitment to do so	E		A/CC/I
10.	Has completed the Catholic Leadership Programme (CLP) or has a commitment to do so		D	A/CC/I

### **[C] Professional Development**

		<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
11.	Evidence of appropriate professional development for the role of headteacher		D	A
12.	Evidence of recent leadership and management professional development	E		A
13.	Has successfully undertaken appropriate Child Protection training.	E		A/I/CC
14.	Has successfully undertaken appropriate Designated Senior Leader training.		D	A/I/CC
15.	Has successfully undertaken the Secretary of State's (NCTL, CWDC or local authority) approved "safer recruitment" training or has a commitment to do so before taking up post/ within 12 months of taking up post.	E		A/I/CC

### **[D] School leadership and management experience**

		<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
16.	Recent successful leadership as a deputy headteacher or assistant headteacher or equivalent	E		A/I/R
17.	Be able to demonstrate successful/effective leadership in a school in similar circumstances/serving a similar community		D	A/I/
18.	To have taken an active involvement in school self-evaluation and development planning	E		A/I/R
19.	To have an awareness of the financial management of a secondary school	E		A/I/R
20.	Knowledge and understanding of strategic financial planning and budgetary management in relation to their contribution to school improvement and pupil achievement		D	A/I/R
21.	To have had responsibility for policy development and implementation		D	A/I/R
22.	To have had experience of and ability to contribute to staff development (e.g. coaching, mentoring, INSET for staff)		D	A/I/R

### **[E] Experience and knowledge of teaching**

		<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
23.	Experience of teaching in more than one school		D	A/I/R
24.	Experience of teaching in a Catholic school		D	A/I/R
25.	Experience of teaching in a school in similar circumstances or serving a similar community		D	A/I/R
26.	Significant teaching experience within the relevant phase(s)	E		A/I/R
27.	Experience of managing, developing, inspiring and motivating staff	E		A/I/R

28.	To have a current knowledge and understanding of Key Stages in the secondary phase	E		A/I/R
29.	To be able to effectively use data analysis, assessment and target setting to raise standards and address weaknesses	E		A/I/R
30.	To be able to demonstrate an excellent understanding of high quality teaching and learning	E		A/I/R

### **[F] Professional Attributes**

		<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
31.	To be able to work effectively with the governing body	E		A/I/R
32.	To be able to demonstrate an understanding of the needs of pupils at this school and how these could be met	E		A/I/R
33.	To be able to demonstrate a clear rationale for behaviour management to promote positive attitudes to school life	E		A/I/R
34.	Excellent written and verbal communication skills (which will be assessed at all stages of the process)	E		A/I
35.	To be a leader of learning, demonstrating, promoting and encouraging outstanding classroom practice	E		A/I/R

### **[G] Professional Skills based on the National Standards for Headteachers**

The Headteacher is expected to have a good knowledge of the National Standards of Excellence for Headteachers (2015) upon which the job description is based and be willing to work towards the achievement of these standards. In addition the Headteacher will be expected to work with the governors to set annual personal objectives within the framework of these standards:

- Qualities and Knowledge
- Pupils and Staff
- Systems and Processes
- The Self-improving School System

The supporting statement for this application should detail the applicants current knowledge of the four domains listed above. There is no expectation that a prospective headteacher will have fully attained these standards.

### **[H] Personal Qualities**

**All of the following are considered to be essential for the post and will be assessed throughout the process.**

**The headteacher will be able to:**

- Promote the school's strong educational philosophy and values.
- Inspire, challenge, motivate and empower teams and individuals to achieve high goals.
- Communicate clearly and effectively both orally and in writing in English.
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people.

- Build and maintain quality relationships through effective interpersonal skills and communication
- Demonstrate personal and professional integrity including modelling values and vision
- Manage and resolve conflict
- Prioritise, plan and organise work
- Think analytically and creatively and demonstrate initiative in solving problems
- Be aware of the personal strengths and areas for development of others; listen to reflect on and respond to their views

## **[I] Confidential References and Reports**

Positive and supportive references are required from

1. The Catholic priest where the applicant normally worships confirming the applicant is a practising Catholic;
2. The applicant's present headteacher or current employer;
3. Another professional. Where the applicant is not currently employed working with children, this must be the most recent school or college employer. Local agreements may prescribe that the second professional reference is provided by a SIP or local authority adviser whenever possible.

The governors reserve the right in exceptional cases to seek additional references from other former employers where this seems appropriate.

## **[J] Application Form and Supporting Statement**

The CESEW application form must be fully completed and legible. The supporting statement should **not exceed 1,300** words and should be clear, concise and related to the post and setting applied for, paying particular attention to Section G above.

**The governing body is committed to safeguarding and promoting the welfare of children and young people. The headteacher must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters.**