# Person Specification/Selection Criteria for the position of Headteacher at

# St Bede's Catholic High School Ormskirk – Liverpool Archdiocese

***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 Roman Catholic Church and the Trust Deed of the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a practicing Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all aspects.***

**The applicant will be required to safeguard and promote the welfare of children and young people and be faithful to the Trust Deed.**

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

**[A] Faith Commitment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Essential** | **Desirable** | **Source** |
|  | Practicing Catholic | **√** |  | A/I/R |
|  | Involvement in parish community |  | **√** | 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** |
|  | Leading school worship | **√** |  | A/I |
|  | Ways of developing religious education and worship | **√** |  | A/I |
|  | 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. | **√** |  | A/I |
|  | How relationships should be fostered and developed between the school, parish, its community and the Archdiocese. | **√** |  | A/I |
|  | Has completed the Catholic Leadership Programme or has a commitment to do so. | **√** |  | A/I |

**[B] Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Essential** | **Desirable** | **Source** |
|  | Qualified teacher status | **√** |  | A |
|  | Degree | **√** |  | A |
|  | CCRS/CTC |  | **√** | A |

**[C] Professional Development**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Essential** | **Desirable** | **Source** |
|  | Evidence of appropriate professional development for the role of Headteacher | **√** |  | A/I |
|  | Evidence of recent leadership and management professional development | **√** |  | A/I |
|  | Has successfully undertaken appropriate Child Protection training. | **√** |  | A/I |
|  | Has successfully undertaken appropriate Designated Senior Leader training. |  | **√** | A/I |
|  | 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. | **√** |  | A/I |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Essential** | **Desirable** | **Source** |
|  | Recent successful leadership as a Headteacher. |  | **√** | A/I/R |
|  | Recent successful leadership as a Deputy Headteacher or Assistant Headteacher. | **√** |  | A/I/R |
|  | Be able to demonstrate successful and effective leadership in a school | **√** |  | A/I/R |
|  | To have taken an active involvement in school self-evaluation and development planning | **√** |  | A/I/R |
|  | To have an awareness of the financial management of a secondary school. |  | **√** | A/I/R |
|  | Knowledge and understanding of strategic financial planning and budgetary management in relation to their contribution to school improvement and pupil achievement | **√** |  | A/I/R |
|  | To have had responsibility for policy development and implementation | **√** |  | A/I/R |
|  | To have had experience of and ability to contribute to staff development across the secondary range (e.g. coaching, mentoring, INSET for staff) | **√** |  | A/I/R |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Essential** | **Desirable** | **Source** |
|  | Experience of teaching in more than one school |  | **√** | A/I/R |
|  | Experience of teaching in a Catholic school |  | **√** | A/I/R |
|  | Significant teaching experience within the secondary phase | **√** |  | A/I |
|  | To have a current knowledge and understanding of effective student progression throughout the secondary phase. | **√** |  | A/I/R |
|  | To be able to effectively use data, assessment and target setting to raise standards/address weaknesses | **√** |  | A/I/R |
|  | To be able to exemplify how the needs of all pupils have been met through high quality teaching | **√** |  | A/I/R |

**[F] Professional Attributes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Essential** | **Desirable** | **Source** |
|  | To be able to demonstrate an understanding of the needs of pupils at this School and how these could be met | **√** |  | A/I |
|  | To be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies | **√** |  | A/I |
|  | Excellent written and verbal communication skills (which will be assessed at all stages of the process) | **√** |  | A/I/R |
|  | To be a leader of learning, demonstrating, promoting and encouraging outstanding classroom practice | **√** |  | A/I/R |
|  | Show a good commitment to sustained attendance at work | **√** |  | A/I/R |

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

The Headteacher is expected to have a working knowledge of the National Standards of Excellence for Headteachers (2015) and a willingness 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.

**[H] Personal Qualities**

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

* Continue to promote the school’s strong educational philosophy and values.
* Inspire, challenge, motivate and empower teams and individuals to achieve high goals.
* Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people.
* Build and maintain quality relationships through interpersonal skills and effective communication.
* Demonstrate personal and professional integrity including modelling values and vision.
* Manage and resolve conflict.
* Prioritise, plan and organize themselves and others.
* Think analytically and creatively and demonstrate initiative in solving problems.
* Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon, as appropriate, feedback from others.
* Demonstrate a capacity for sustained hard work with energy and vigour.

**[I] Confidential References and Reports**

|  |  |
| --- | --- |
| A positive and supportive faith reference from a Catholic priest where the applicant regularly worships | **E** |
| Positive recommendation from all referees, including current employer | **E** |
| A supportive reference from the Local Authority, if possible, or a further supportive professional reference. | **E** |

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

The CESEW application form must be fully completed and legible. The supporting statement should be no more than 3 sides of A4, font 11 Ariel. No additional information will be considered, eg a CV. The application form and supporting statement should be clear , concise and related to the post and setting applied for, paying particular attention to section G.

***This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undertake an Enhanced DBS check***