

APPOINTMENT OF HEADTEACHER

Person Specification for the position of Headteacher,
St Bede's College, Manchester.

Note: Candidates failing to meet any of the essential criteria will not be able to be considered

Sources: A = Application Form / I = Interview / R = Reference

[A] Faith Commitment

	Essential	Desirable	Source
• Practising Catholic	✓		R/I
• Involvement in parish community		✓	R/I

[B] Qualifications

	Essential	Desirable	Source
Qualified teacher status	✓		A
Degree	✓		A
For applicants for whom this is their first headship to have graduated with NPQH		✓	A
CCRS/CTC/CLP or commitment to obtaining the certificate	✓		A/I

[C] Professional Development

	Essential	Desirable	Source
Evidence of regular, recent and appropriate professional development for the role of headteacher	✓		A/I
Evidence of recent leadership and senior management professional development	✓		A/I
Has successfully undertaken the Secretary of State's (NCSL, 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 the post	✓		A/I
Has successfully undertaken appropriate Child Protection training/ Designated Senior Person training	✓		A

[D] School leadership and management experience

	Essential	Desirable	Source
Experience or working with the Governing Body and Senior Leadership team to develop and enhance the strategic direction of the College	✓		
Strong commercial acumen with a comprehensive understanding of budgets, financial controls and opportunities to grow and enhance revenue	✓		
Recent successful leadership as a headteacher or deputy headteacher	✓		A/I/R
Recent successful leadership in an 11-19 school as a deputy headteacher/assistant headteacher/senior leader		✓	A/I/R
Active and effective leadership of a team/key stage/ curriculum area/department	✓		A/I/R

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Be able to demonstrate successful/effective leadership in a school in a similar community	✓		A/I/R
To have taken an active involvement in school self-evaluation and development planning	✓		A/I
To have implemented and developed a whole school initiative	✓		A/I
To have had a key involvement in reviewing and developing the curriculum	✓		A/I
To have had responsibility for policy development and implementation	✓		A/I
To have had experience of, and ability to contribute to staff development across the range (eg. coaching, mentoring, INSET for staff)	✓		A/I
To have experience of collaborating in the creation and execution of a marketing plan to grow pupil number and compete with local competitors		✓	
Experience in developing and supporting alumni to contribute to the life of the School		✓	

[E] Experience and knowledge of teaching

	Essential	Desirable	Source
Experience of teaching in more than one school		✓	A
Significant teaching/relevant experience	✓		A
To have a working and current knowledge and understanding of all phases of education		✓	A/I
To be able to effectively use data, assessment and target setting to raise standards/address weaknesses (and be able to use to lead staff and engage parents and Governors using the facts gathered and insights generated)	✓		A/I
To be able to exemplify how the needs of all pupils (SEN, AEN, AGT, EAL, GRT) have been met through high quality teaching	✓		A/I

[F] Professional Attributes

	Essential	Desirable	Source
Demonstrate an understanding, awareness and empathy for the needs of the pupils at our School and how these could be met.	✓		A/I
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	✓		I
Excellent written and verbal communication skills (which will be assessed at all stages of the process)	✓		A/I
To be a leader of learning - demonstrating, promoting and encouraging outstanding classroom practice.	✓		A/I/R
A competent user of technology	✓		A/I
Show a good commitment to sustained attendance at work	✓		A/I

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[G] Professional Skills

(Based on the National Standards for excellence for Headteachers 2015) – please see attached job description

[H] Personal Qualities

	Essential	Desirable	Source
Continue to promote our strong educational philosophy and values	✓		I
Inspire, challenge, motivate and empower teams and individuals to achieve high goals	✓		A/I
Be a positive role model at all times, a highly effective and respected representative of St Bede's College	✓		A/R
Be a strong and visible presence in all areas of school	✓		A/R
Be approachable, person centred	✓		A/I
Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people	✓		A/I
Build and maintain quality relationships through interpersonal skills and effective communication	✓		A/I
Demonstrate personal and professional integrity, including modelling values and vision	✓		A/I
Inspire trust and confidence across the school and community	✓		A/I/R
Be creative, dynamic and charismatic	✓		A/I
Manage and resolve conflict	✓		A/R
Prioritise, plan and organise themselves and others	✓		A/I/R
Think analytically and creatively and demonstrate initiative in solving problems	✓		A/I
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others	✓		A/R
Able to delegate in an informed way	✓		A/R
Demonstrate a capacity for sustained hard work with energy and vigour	✓		A/R
Demonstrate resilience and optimism	✓		A/I/R
Maintain and develop key relationships with partners	✓		

[I] Confidential References and Reports

A positive and supportive faith reference from a priest where the applicant regularly worships	✓
Positive recommendation from all referees, including current employer (for headships this should be Chair of Governors)	✓
Another supportive professional reference	✓

[J] Application Form and Supporting Statement

The CES form must be fully completed and legible. Your supporting statement (which must be no more than 1,500 words in length) should be clear, concise and related to this role as described.