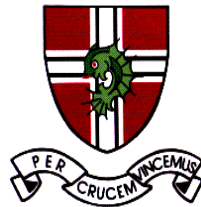


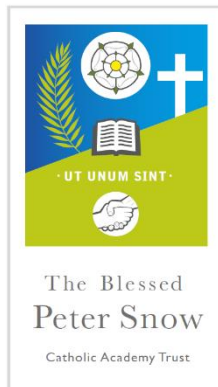
Diocese of Leeds

APPOINTMENT OF HEADTEACHER

St John Fisher Catholic Voluntary Academy-Dewsbury



Part of Blessed Peter Snow Catholic Academy Trust



Head Teacher

Person Specification

Diocese of Leeds

Headteacher

Person Specification

This person specification is intended to assist both candidates and Governors in the appointment process. It highlights the particular qualities for Principals of Catholic schools in ensuring that they meet the same expectations of Headteachers of all schools while serving the mission of the Church in education.

The core purpose of the Headteacher of any school is to provide professional leadership and management. In our Catholic schools, that professional leadership is provided in the context of a community rooted in the Catholic faith. Thus it is an essential requirement that applicants have a strong, personal faith and recognise the opportunities and challenges facing Catholic schools as a vibrant part of the mission of the Church in education.

The Governing bodies and the Diocese acknowledge the importance of the role of the Catholic Principal and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

The successful candidate will be encouraged to participate in the Diocesan induction program and will be offered an appropriate and experienced Catholic Head as mentor.

If the successful applicant has not completed the CCRS course in Catholic Education or equivalent, an undertaking to successfully complete the course will be expected.

JOB SPECIFICATION

Please note source of evidence of fulfilled criteria: Application Form

Application Form - A Supporting Statement - S References - R Interview - I

1. QUALITIES AND KNOWLEDGE	Essential or Desirable	Evidence
Is a practicing and Committed Catholic*	E	A, S, R
Qualified Teaching Status	E	A
Degree (or equivalent)	E	A
NPQH or similar	D	A
CCRS (Catholic Certificate in Religious Studies)	D	A
Recent Senior Leadership experience in a Catholic secondary school	E	S, I
Lead by example and being a positive role model with excellent communication skills	E	S, I
Ability to articulate a clear vision and purpose within the mission for Catholic education	E	S, I
Evidence of appropriate personal and professional development	E	S, I
Evidence of participation in a Parish Community *	E	S, I, R
Ability to lead the spiritual development of staff and pupils	E	S, I
Understanding of current educational provision and the wider school systems	E	S, I
Understanding of current educational provision and wider school systems	E	S, I
Political and financial astuteness	E	S, I

2. PUPILS AND STAFF	Essential or Desirable	Evidence
Ability to demonstrate ambitious standards and high expectations for all pupils	E	S, I
Excellent understanding of high quality teaching, learning & curriculum implementation	E	S, I
Ability to promote the development of the whole child	E	S, I
Use data analysis to effectively drive whole school improvement	E	S, I
Ability to motivate and encourage all staff to develop their unique potential	E	S, I
Ability to identify emerging talent , develop excellence and clear succession planning	E	S, I

3 . SYSTEMS AND PROCESS	Essential or Desirable	Evidence
Efficient strategic leadership and prudent financial planning	E	S, I
Ensure the safety of all staff and pupils at all times	E	S, I
Promote excellent behavior, positive attitudes to school life including attendance	E	S, I
Experience of using systems for performance management to hold staff to account	E	S, I
Ability to challenge under-performance	E	S, I
Understanding of strong governance to hold the school to account	E	S, I
Ability to ensure budgets and resources are planned and deployed in the best interests of pupils	E	S, I
Promote distributed leadership throughout the organisation	D	S, I

4 . SELF IMPROVING SCHOOL	Essential or Desirable	Evidence
Knowledge and experience of working with other schools and organisations	E	S, I
Effective partnerships with a range of professionals	E	S, I
Use well evidenced research to achieve excellence	D	S, I
Provide high quality opportunities for staff development	E	S, I
Confident, entrepreneurial , and innovative approach to school improvement	E	S, I
Source of inspiration and encouragement for all in the school community.	E	S, I
Collaborate and communicate with a wide range of audiences including parents, pupils, colleagues, governors, Diocese, Local Authority and other schools, academies and colleges	E	S, I
Commitment to the promotion of an inclusive trust wide community	E	S, I

5. CHILD PROTECTION	Essential or Desirable	Evidence
Ensure child protection policies and procedures are fully implemented and followed	E	I
Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively	E	I

6. SECURING ACCOUNTABILITY	Essential or Desirable	Evidence
Fulfil commitments arising from contractual accountability to the Trust Board/ Governing Body	E	I
Develop a Catholic school ethos	E	I
Ensure individual staff accountabilities are clear, understood, agreed, reviewed and evaluated	E	I
Work with the Trust Board and Governing Body to enable they meet their responsibilities	E	I
Develop an accurate and understandable account of the academy's performance for a range of audiences	E	I
Personally contribute to school achievements taking account of feedback from others	E	I

7. STRENGTHENING COMMUNITY	Essential or Desirable	Evidence
Build a school culture and curriculum which takes account of the richness and diversity of the community's Catholic Christian faith.	E	I
Create and promote positive strategies for challenging prejudice	E	I
Ensure learning experiences for students are linked into and integrated with the wider community	E	I
Ensure a range of community based learning experiences	E	I
Collaboration with agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families	E	I
Create and maintain an effective partnership with parents and carers	E	I
Invite local community into school to enhance and enrich the school	E	I
Share effective practice working in partnership with other schools	E	I

8. APPLICATION FORM AND LETTER	Essential or Desirable	Evidence
Application form to be completed in full and legible	E	A
Supporting statement to be clear, concise and related to the specific post and appointment criteria	E	S

9. CONFIDENTIAL REFERENCES AND REPORTS	Essential or Desirable	Evidence
A positive and supportive written faith reference from a priest where the applicant regularly worships.	E	R
A positive recommendation from current employer or Headteacher	E	R
A second professional reference	E	R

PLEASE NOTE:

***What is the objective definition of a 'practicing Catholic' for appointments to key posts in Catholic Schools?**

To objectively define what a 'practicing Catholic' is when assessing applicants for key leadership posts within a Catholic school, it is necessary to understand that there are general obligations as well as essential components that constitute 'practice' of the faith in the teaching of the Catholic Church .

The Church's general obligations for its members require that they strive to live lives of holiness by being faithful to the teaching of the Gospel, by trying to uphold the values proclaimed in the Beatitudes, by assisting in the Church's mission to make Christ known to all peoples, by upholding privately and publicly the Church's moral and social teaching by endeavouring to follow an informed conscience and by making every effort to keep the precepts of the Church. This is the 'practice' of the Catholic faith in its widest and all-encompassing sense. At the heart of these general obligations though, there are essential components for '*full communion*' with the Catholic Church. These are sacramental initiation (Baptism, Confirmation and the Eucharist) and the bonds of profession of faith, the sacraments of ecclesiastical governance. The preservation of this full communion is not limited to purely religious activity but is to be an integral part of the whole pattern of behaviour of a member of the Church. It is what essentially constitutes being a committed and 'practicing' Catholic.

For further information including examples of where there may be a reason why somebody is not in a position to take up a key responsibility in a Catholic school, please see 'Christ at the Centre' by Mgr. Marcus Stock, CTS Publications ISBN 978-1-86082-843-0.