APPOINTMENT OF HEADTEACHER
HOLY FAMILY RC and CE COLLEGE

Person Specification/ Selection Criteria

Holy Family RC and CE College is part of the Roman Catholic Diocese of Salford and the Anglican Diocese of Manchester. It is under the Trusteeship of the Diocese of Salford and the Diocese of Manchester and is to be conducted in accordance with its Trust Deed. At all times the school is to serve as a witness to the Gospel of Our Lord Jesus Christ as expressed in the teachings of the Roman Catholic and Anglican Churches. The post therefore requires a practising Catholic or Anglican (or a practising member of another Church which is a member Church of Churches Together in England) who can show by example and from experience that he or she will ensure that the school is distinctively Christian in all its aspects.
The applicant will be required to safeguard and promote the welfare of children and young people.

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

[A] Faith Commitment

	E/D	A/I/R
• Practising Catholic or Anglican /Practising member of other Christian Churches (as defined by membership of Churches Together in England)	**E**	A/R
• Involvement in one's own parish community	**D**	A/I/R

[B] Qualifications, Experience and Professional Development

	E/D	A/I/R
• Qualified Teacher Status	**E**	A
• Degree	**E**	A
• Meets the requirements re: the National Professional Qualification for Headship for first substantive headship	**D**	A
Other qualifications:		
Professional Development: • Professional Development in preparation for Headship • Has successfully undertaken or commitment to obtaining approved 'safer recruitment' training	**E** **E**	A A
Other training:		
• Experience as a Headteacher or significant experience as a Deputy Headteacher in a secondary school	**E**	A
• Experience of different Christian traditions	**D**	A

Leadership and management experience:		
• Substantial successful leadership in a secondary school	**E**	A/I/R
• Experience of establishing appropriate priorities for spending and effectively oversee the management of a school budget.	**D**	A/I/R
• Successful experience of implementing and evaluating a wide range of strategies and managing change to continue to bring about school improvement for all students.	**E**	A/I/R
• Experience and knowledge of strategies which will continue to raise achievements.	**E**	A/I/R
• Experience of developing effective partnerships with Primary Sector, Further Education, Higher Education, Parishes and the wider community.	**E**	A/I/R
• Knowledge of current initiatives and impending legislation and its possible implications for Holy Family RC/CE College	**E**	A/I/R
• Ability to provide a clear vision supported by a philosophy for Christian Education.	**E**	A/I/R
Teaching Experience		
• Working in more than one school	**D**	A/I
• Working across the 11-16 age range	**E**	A/I
• Post entry curriculum or management qualification.	**D**	A/I

[C] Professional Knowledge and Understanding

Applicants should address the following six areas in order to demonstrate their knowledge and understanding of the National Standards of Excellence for Headteachers in the context of a joint Catholic/Anglican school.

1. Shaping the Future		
In particular		
• Strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision that stems from the educational mission of the Church	**E**	A/I
• Developing and sustaining a learning culture that places outcomes for children at its core, including high expectations and standards of achievement for all	**E**	A/I
• Leading innovation, creativity and change		
• Current educational trends and issues, including national and Church policies, priorities and legislation	**E** **E**	A/I A/I

2. Leading Learning and Teaching		
In particular		
• The principles and practice of effective teaching and learning	**E**	A/I
• Strategies for improving the quality of teaching and learning, and assessment, including promoting excellence and challenging poor performance	**E**	A/I
• Curriculum design and management that help to provide the choice and flexibility to meet the personal learning needs of every pupil	**E**	A/I
• Monitoring and evaluating the effectiveness of learning and teaching, including its outcomes in terms of standards and achievement and personal development and well-being	**E**	A/I
• The principles and practice of high quality personal, spiritual, moral, social and cultural education in line with the distinctive Christian nature and aims of the school.	**E**	A/I
• Providing high quality Religious Education for all pupils in accordance with the teachings and doctrines of the Church	**E**	A/I
• The principles and practice of high quality personal, social and health education in accordance with the teachings and doctrines of the Church	**E**	A/I
• Strategies from promoting, monitoring and evaluating the daily act of Collective Worship and the spiritual life of the school	**E**	A/I

3. Developing Self and Working with Others		
In particular		
• The significance of interpersonal relationships and strategies for promoting individual and team development	E	A/I
• Promoting an open, fair and equitable culture consistent with the school's Christian ethos	E	A/I
• The relationships between self evaluation, performance management and continuing professional development	E	A/I
• The impact of change and different leadership styles on individuals and organisations	E	A/I
• The importance of partnership working and accepting appropriate support from others, including colleagues, governors, both dioceses and the Local Authority	E	A/I
• The role of collaboration and networking within and beyond the school	E	A/1

4. Managing the organisation		
In particular		
• Principles, strategies and practice of school improvement and self evaluation in fulfilling the Mission Statement	E	A/I
• Distribution and delegation of leadership responsibilities and management tasks as appropriate, and monitoring their implementation	E	A/I
• Establishing and sustaining effective organisational structures, systems, policy and practice to reflect the school's Christian values	E	A/I
• Strategic financial planning, budgetary management and principles of best value, including evaluating the use of resources in relation to their contribution to pupil achievement	E	A/I
• Managing the school efficiently and effectively on a day-to-day basis	E	A/I
• Using informed judgements to make professional, leadership, managerial and organisational decisions	E	A/I
• Knowledge of and commitment to the implementation of the safeguarding agenda	E	A/I

5. Securing Accountability		
In particular		
• Commitments arising from contractual accountability to the Governing Board for the school as a Christian school	E	A/I
• Public service policy and accountability frameworks, with Children's services and Ofsted, section 48 inspections	E	A/I
• Principles and practice of quality assurance systems, including school review, self evaluation and performance management	E	A/I
• Analysing and using the full range of evidence, including performance data and external evaluations, to support, monitor, evaluate and improve aspects of the school, including challenging poor performance	E	A/I
• Stakeholder and community, including pupils and parents, parish and dioceses, engagement in, and accountability for, school self evaluation and the success and celebration of the its performance	E	A/I
• Individual, team and whole school accountability for pupil learning outcomes	E	A/I

6. Strengthening Community		
In particular • Embracing the richness and diversity of the school's communities, and the human and physical resources within them	**E**	A/I
• Engaging in dialogue that builds partnerships and community consensus on Gospel values, the teachings of Jesus Christ and shared responsibilities to help serve the common good	**E**	A/I
• Listening to, and reflecting and acting on, community feedback	**E**	A/I
• Strategies that encourage parents and carers as the prime educators to support their children's learning	**E**	A/I
• Building and sustaining effective relationships with parents, carers, other schools and partners, parishes and the broader community that enhance the education of all pupils and enrich the school as a faith community	**E**	A/I

[D] Personal Skills and Attributes

The ability to…

Respect the dignity of each person valued and loved by God	**E**	A/I/R
Inspire, challenge, motivate and empower teams and individuals to achieve	**E**	A/I/R
Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people	**E**	A/I/R
Build and maintain quality relationships through interpersonal skills and effective communication	**E**	A/I/R
Demonstrate personal and professional integrity, including modelling values and vision	**E**	A/I/R
Manage and resolve conflict	**E**	A/I/R
Prioritise, plan and organise self and others	**E**	A/I/R
Think analytically and creatively and demonstrate initiative in solving problems	**E**	A/I/R
Be aware of their own strengths and areas for development. Listen to, and reflect upon feedback and act appropriately	**E**	A/I/R
Empathise	**E**	A/I/R
Demonstrate a capacity for sustained hard work	**E**	A/I/R
Demonstrate resilience and optimism	**E**	A/I/R
Demonstrate impact and presence	**E**	A/I/R
Show commitment to sustain good attendance at work	**E**	A/I/R

[E] Application Form and Supporting Statement

The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post.

[F] Confidential References and Reports

Up to three referees should be nominated.
Only written references and reports should be provided and these should include a strong level of support for relevant professional and personal knowledge, skills and abilities referred to above. They should also provide:

A positive and supportive faith reference from a priest or minister where the applicant regularly worships.	E
A positive recommendation from Chair of Governors.	E
A supportive reference from LA (where provided)	E

If written references are not received for the successful candidate no appointment will be made until satisfactory references are received.