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**Headmaster/ Headmistress Person Specification**

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|  | *Essential* | *Desirable* |
| *Education/training* | |  | | --- | | * DfE recognised teaching qualification * Evidence of continuing professional development relating to school leadership and curriculum development * Enhanced DBS | | |  | | --- | | * Evidence of further professional study * Management and Leadership Training e.g. NPQH or willingness to complete | |
| *Relevant experience* | |  | | --- | | * Leadership experience * Recent active teaching experience * Proven success in raising attainment and achievement, and determination in keeping them raised * An understanding of, and commitment to, promoting and safeguarding the welfare of pupils * Proven knowledge and understanding of managing a budget * Experience of setting targets and monitoring performance in order to raise pupil achievement * Capacity to understand and provide for the whole range of pupils’ needs and abilities * Understanding and experience of the importance of critical self-evaluation to improve outcomes | | |  | | --- | | * Successful leadership role in a primary school | |
| *Spirituality* | * Be a practising Catholic * Possess ability to lead assemblies including whole school prayers * Be in sympathy with and follow the Catholic Church’s teaching * Show respect for other faiths and beliefs and promote understanding and tolerance of all people. |  |
| *Relevant skills and attributes* | * Inspirational leadership styles * Ability to think and plan strategically and to respond flexibly to change * Effective communication skills, written and oral, to a variety of audiences * Good interpersonal skills  |  | | --- | | * Ability to foster links with other schools, both locally and nationally. * Ability to motivate and develop commitment among teaching and non-teaching staff * Ability to build on success * Ability to lead and manage people as individuals and to develop the common goals of a team * Ability to organise work, prioritise tasks, make decisions and manage time effectively, recognising the importance of work/life balance. * Ability to reflect on aspects of School life which promote high achievement and good behaviour * A sense of humour, energy and enthusiasm * ICT literate | | * Commitment to encourage the development of ICT * Experience of involvement with a comprehensive outdoor learning program |
| *Knowledge* | * Knowledge of current trends in educational development and management * Familiarity with current strategic national and local issues in education and Early Years provision | * Knowledge of relevant Independent School Regulatory Requirements. |
| *Personal qualities* | * An excellent communicator at all levels * Flair for inspiring and sustaining a culture of high achievement for all * Ability to propel the school’s vision and values forward, and promote its achievements to the local and wider communities * Capacity to relate to all pupils from whatever background in order to motivate them to achieve their potential. * Integrity, commitment, enthusiasm, energy to persevere and succeed | * Commitment to continuing personal development * Creativity and the ability to engage in critical reflection |