

ST. ANDREW'S CATHOLIC PRIMARY SCHOOL

Headteacher: Mrs D. A. Assid

Deputy Headteacher: Mr J. Levenson

Assistant Headteacher: Mrs L. Akhtar



HEADTEACHER PERSON SPECIFICATION

Key: (E) is essential criteria and (D) is desirable criteria.

AIMS OF THE SCHOOL: (insert school's aims, mission statement or summary of mission statement)

INTRODUCTION

The core purpose of the Headteacher in the Catholic school is to provide leadership in the context of a community rooted in the Catholic faith. Thus it is an essential requirement the person appointed to the post has a strong, personal faith and recognises the opportunities and challenges facing the Catholic school as a vibrant part of the mission of the Church in education.

FAITH COMMITMENT

- A practising and committed Catholic (E)
- A secure understanding of the distinctive nature of the Catholic school (E)
- Understanding of the Headteacher's role as pastor (E)
- Understanding of the school's role in the Catholic and wider community (E)
- Ability to demonstrate care, compassion and reconciliation (E)
- Ability to lead acts of worship in the Catholic school (E)
- Evidence of participation in parish or Catholic community life (D)

QUALIFICATIONS AND TRAINING

- Qualified teacher status (E)
- Honours graduate or equivalent (E)
- Evidence of continuing professional development including leadership (E)
- Evidence of ability to lead quality professional development opportunities (E)
- Qualification in Catholic teaching or leadership e.g. CCRS, MA in Catholic Education (D)
- NPQH or Equivalent (D)

EXPERIENCE

- Proven successful track record of teaching in at least two key stage areas (E)
- Successful experience of senior leadership at assistant or deputy level or equivalent (E)
- Successful experience of leading one or more subject areas, key stages or whole school curriculum initiatives (E)
- Thorough knowledge and understanding of current educational issues (E)
- Recent experience in a Catholic school (D)

STRATEGIC LEADERSHIP

- Ability to articulate and share a vision for the Catholic school (E)
- Ability to inspire and motivate all in the school community (E)
- Evidence of successful strategies for planning, monitoring, reviewing and evaluating school improvement (E)
- Ability to analyse data, develop strategic plans, set targets and achieve desired outcomes (E)
- Ability to develop policies and procedures that demonstrate the Catholic ethos of the school and a commitment to equal opportunities for all (E)
- Understanding of the role of the governing body in the Catholic school (E)
- Ability to develop and maintain a positive culture of high expectation and performance (E)
- Understanding of and commitment to promoting the safeguarding and welfare of pupils (E)

LEARNING AND TEACHING

- A secure understanding of the statutory requirements for the curriculum and assessment (E)
- Knowledge and experience of a range of successful learning and teaching strategies to meet pupils' needs (E)
- A secure understanding of assessment procedures and practices which enhance pupils' learning (E)
- Experience of effective monitoring and evaluation of learning and teaching (E)
- Experience of individual pupil tracking and monitoring to improve achievement including the use of new technology (E)
- Successful experience in creating an effective learning environment and developing and implementing policy and practice to ensure excellent pupil behaviour (E)
- The ability to role model excellent teaching (D)
- An understanding of the Curriculum Directory for Religious Education (D)

LEADING AND MANAGING STAFF

- Ability to build and support effective teams (E)
- Ability to delegate and support colleagues (E)
- Experience of performance management for staff and supporting continuing professional development relevant to the school and the individual (E)
- Understanding of budget planning, staff deployment and effective use of resources (E)
- A commitment to the pastoral care of staff (E)
- Experience of working with governors in strategic areas (D)
- Involvement in staff recruitment, appointment and induction (D)

ACCOUNTABILITY

- An understanding of the relationship between the Headteacher and the governing body (E)
- Ability to communicate effectively in writing and orally to a range of audiences including pupils, parents, staff, governors, clergy, fellow professionals and the media (E)
- Ability to produce clear reports, information and advice to staff and governors (E)
- Ability to provide clear information to the Diocese and the CES when required (E)
- Ability to set clear targets and the means in which to achieve them (E)

Polworth Road, Streatham, London SW16 2ET Telephone: 020-8769 4980 Fax: 020-8677 7643
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- Ability to present the school at its best in the Catholic and wider communities and in the media. (E)
- Understanding the criteria for evaluating a Catholic school (D)
- Experience of presenting reports to governors (D)

SKILLS, QUALITIES & ABILITIES

- High quality teaching skills (E)
- Unreserved commitment to the mission of the Catholic school (E)
- High expectation of pupils' learning and attainment (E)
- Strong commitment to school improvement through the pursuit of excellence (E)
- Ability to build and maintain good relationships (E)
- Ability to remain positive and enthusiastic when working under pressure (E)
- Ability to prioritise, meet deadlines and manage own time effectively (E)
- Empathy with children (E)
- Good interpersonal skills (E)

PERSONAL ATTRIBUTES

- Stamina, energy and resilience (E)
- Optimistic outlook (E)
- Confidence (E)
- Commitment to own work/life balance (E)

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