



## HEADTEACHER – PERSON SPECIFICATION MATRIX

CRITERION	ESSENTIAL ATTRIBUTES	DESIRABLE ATTRIBUTES	HOW ASSESSED?
<b>Holds appropriate academic and/or professional qualifications.</b>	<ul style="list-style-type: none"> <li>Honours degree or equivalent</li> <li>Recognised teaching qualification.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of autistic spectrum educational needs and development</li> <li>Further management/academic qualification.</li> <li>National Professional Qualification for Head Teachers</li> </ul>	Application form.
<b>Is able to commit to and lead on the Roman Catholic Mission and Ethos of the school.</b>	<ul style="list-style-type: none"> <li>A practising Roman Catholic.</li> <li>An appreciation of how a Roman Catholic School contributes to the development of a young person.</li> <li>An appreciation of how a Roman Catholic School contributes to the wider community.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and experience of working in the Roman Catholic sector.</li> </ul>	Application form. Selection process.
<b>Has a proven track record, at a senior level in a school or college.</b>	<ul style="list-style-type: none"> <li>Can clearly demonstrate successful curriculum and/or pastoral management at a senior level.</li> <li>Can clearly demonstrate successful resource management at a senior level.</li> <li>Experience in setting and meeting challenging targets.</li> </ul>	<ul style="list-style-type: none"> <li>5+ years at a senior management level.</li> <li>Senior management experience in a school for young people with special educational needs.</li> </ul>	Application form. Selection process. References.
<b>Is an exceptional leader.</b>	<ul style="list-style-type: none"> <li>Has a proven record of leadership at a senior level.</li> <li>Has demonstrable success in delivering high standards of performance.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrable success in leading and managing new initiatives.</li> <li>Mentoring and coaching skills.</li> </ul>	Application form. Selection process. References.

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<p><b>Has the ability to think strategically and play a leading role in the strategic management of the school.</b></p>	<ul style="list-style-type: none"> <li>• Proven record of strategic planning responsibilities.</li> <li>• Ability to bring plans to a successful conclusion.</li> <li>• Ability to effectively review and evaluate progress.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of involvement with governing bodies.</li> <li>• Leadership of/major contribution towards three year development planning at a whole school level.</li> </ul>	<p>Application form. Selection process. References.</p>
<p><b>Is able to work effectively within a cohesive senior leadership team</b></p>	<ul style="list-style-type: none"> <li>• Experience of working collaboratively and outside rigid boundary lines.</li> <li>• Experience of working as a member of a senior leadership team.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working as a member of a senior leadership team in a school for young people with special educational needs.</li> </ul>	<p>Selection process. References.</p>
<p><b>Has a sound understanding of educational policy and funding methodologies and their implications on provision.</b></p>	<ul style="list-style-type: none"> <li>• Broad practical experience and thorough knowledge of current and proposed education policy related to young people with special educational needs.</li> <li>• Broad knowledge of educational funding which influences provision for young people with special educational needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable success in developing new strategic initiatives.</li> <li>• Experience in developing income-generation opportunities.</li> </ul>	<p>Selection process.</p>
<p><b>Is able to represent the school in strategic discussions with a wide range of organisations and bodies.</b></p>	<ul style="list-style-type: none"> <li>• Experience of working with key stakeholders such as parents, governors, diocese and local authorities.</li> <li>• Experience of attending and contributing to external forums.</li> <li>• Experience of chairing meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of chairing external meetings.</li> </ul>	<p>Application form. Selection process.</p>
<p><b>Has a willingness to undertake continuous professional development including coaching and mentoring.</b></p>	<ul style="list-style-type: none"> <li>• Evidence of a strong recent CPD track record.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of training / development in school business activities including those in income generation.</li> </ul>	<p>Application form.</p>

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<p><b>Has a strong understanding of key school priorities e.g. safeguarding, health and safety, equality &amp; diversity and their impact upon the pupils.</b></p>	<ul style="list-style-type: none"> <li>• Good general understanding of statutory requirements and best practice within these areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of leading on safeguarding; the prevent agenda or equality and diversity agendas.</li> </ul>	<p>Selection process.</p>
<p><b>Personal Skills.</b></p>	<ul style="list-style-type: none"> <li>• Absolute integrity.</li> <li>• Humility.</li> <li>• Leadership skills of the highest order.</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Well-honed analytical ability.</li> <li>• Determination and mental strength.</li> <li>• Energy, enthusiasm and a strong work ethic.</li> <li>• Well developed sense of humour.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to effectively use IT as a management and communication tool.</li> <li>• Charisma.</li> </ul>	<p>Selection process References.</p>