ST PETER’S SCHOOL

*A Catholic Voluntary Academy Trust*

PERSON SPECIFICATION – HEAD OF PRIMARY PHASE

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| Category | Essential | Desirable |  |
| 1  Faith  Commitment | * A practising and committed Catholic * Secure understanding of the distinctive nature of the Catholic school and Catholic education * Understanding of leadership role in spiritual development of pupils and staff * Understanding of the school’s role in the parish and wider community | * Evidence of participation in faith life of the community * Experience in leading acts of worship in Catholic schools |  |
| 2. Qualifications | * Qualified teacher status | * NPQH award * Postgraduate level qualification * CCRS or equivalent |  |
| 3.  Experience | * Experience as an effective deputy head teacher * Successful experience of leading one or more subject areas * Substantial, successful teaching experience | * Recent experience in a Catholic voluntary aided school * Teaching experience in at least 2 of the 2 key stages: Foundation Stage, KS1 and KS2 * Curriculum leadership in one or more core subjects * Experience of teaching in more than one school |  |
| 4. Professional  Development | * Evidence of continuing professional development relating to school leadership and * management, and curriculum / teaching and learning * Evidence of continuing professional development relating to Catholic ethos, mission and religious education * Ability to identify own learning needs and to support others in identifying their learning needs | * Experience of working with other schools /organisations / agencies * Experience of leading / coordinating staff development |  |
| 5.  Strategic  Leadership | * Evidence of… * having successfully translated vision into reality at whole-school level * successful strategies for planning, implementing, monitoring and evaluating school improvement * the ability to analyse data, develop strategic plans, set targets and monitor / evaluate progress towards these * Knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all pupils * Understanding of and commitment to promoting and safeguarding the welfare of pupils’ * Ability to inspire and motivate staff, pupils, parents and governors to achieve the aims of Catholic education | * Knowledge of the role of the governing body in a Catholic school * Evidence of the ability to articulate and share a vision of primary education within the context of the mission of a Catholic school |  |
| 6.  Teaching and  learning | * Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils and an understanding of why they are successful * A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning * Experience of effective monitoring and evaluation of teaching and learning * Knowledge of statutory requirements relating to the curriculum and assessment * Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management * Evidence of successful large-scale curriculum planning | * An understanding of the requirements of the Curriculum Directory for Religious Education * Understanding of successful teaching and learning in religious education across the key stages |  |
| 7.  Leading and  Managing Staff | * Experience of working in and leading staff teams * Ability to delegate work and support colleagues in undertaking responsibilities * Secure understanding of strategies for appraisal * Experience of appraisal and supporting the continuing professional development of colleagues * Understanding of effective budget planning and resource deployment * Experience of offering challenge and support to improve performance | * Experience of working with governors to enable them to fulfil whole school   responsibilities   * Successful involvement in staff recruitment, appointment/induction * Understanding of how financial and resource management enable a school to achieve its educational priorities |  |
| 8. Accountability | * Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents, governors, parishioners and clergy * Experience of effective whole-school self-evaluation and improvement strategies * Leading sessions to inform parents | * Experience of presenting reports to governors * Understanding the criteria for the evaluation of a Catholic school |  |
| 9.  Skills, Qualities  & Abilities | * Empathy with children * High quality teaching skills * Strong commitment to the mission of a Catholic school * Ability to build and maintain good relationships, work in a team and accept corporate responsibility * Commitment to their own spiritual formation and that of the pupils * High expectations of pupils’ learning and achievement * Strong commitment to school improvement and raising achievement for all * Ability to remain positive and enthusiastic when working under pressure * Ability to organise work, prioritise tasks, make decisions and manage time effectively * Stamina and resilience * Confidence | |  |