

Headteacher Person Specification

| A TRAINING AND QUALIFICATIONS | Essential | Desirable | Source: A – Application I – Interview R – References |
|--|------------------|------------------|---|
| Qualified Teacher Status | ✓ | | A |
| Catholic Certificate of Religious Studies or equivalent | | ✓ | A |
| Degree or equivalent | ✓ | | A |
| National Professional Qualification for Headship | | ✓ | A |
| Evidence of commitment to continual professional development including recent participation in a range of relevant In-service training | ✓ | | A |
| B FAITH COMMITMENT | | | |
| Practising Catholic with evidence of participation in life of faith community | ✓ | | R/A |
| Sound understanding of the distinctive nature of the Catholic school | ✓ | | I/P |
| Able to articulate a philosophy for Catholic education | ✓ | | I/P |
| Commitment to leadership role in spiritual development of pupils and staff | ✓ | | I |
| Understanding of and commitment to curriculum Religious Education | ✓ | | I |
| Experience in leading collective acts of worship | | ✓ | I |
| Commitment to developing school's role in the community | ✓ | | I |
| Understanding the importance of sensitivity in working with other denominations and faiths in the local community | ✓ | | I |

| C EXPERIENCE OF TEACHING AND SCHOOL LEADERSHIP & MANAGEMENT | Essential | Desirable | Source: A – Application I – Interview R – References |
|--|------------------|------------------|---|
| Experience in a Catholic secondary school | | ✓ | A/I |
| Effective Leadership experience at Deputy Head, Assistant Head or SLT level | ✓ | | A/I |
| Experience of post 16 education | | ✓ | A/I |
| Experience of successful implementation of strategies for raising achievement and ensuring effective teaching and assessment | ✓ | | A/I |
| Evidence of effective classroom practice | ✓ | | A/I |
| Secure understanding of strategies for staff performance management, pay and progression | ✓ | | I |
| D PROFESSIONAL KNOWLEDGE AND UNDERSTANDING Applicants should be able to demonstrate knowledge and understanding of the following areas and of their implications for a Catholic secondary school: | | | |
| Ability to enhance a balanced curriculum to enable students to achieve their full potential | ✓ | | A/I |
| Ability to initiate and support research and debate on effective learning | ✓ | | A/I |
| Experience of offering challenge and support to improve performance of academic, pastoral and support work | ✓ | | A/I |
| Experience of leading/co-ordinating professional development opportunities | ✓ | | A/I |
| Local and national policies, priorities and statutory frameworks | | ✓ | A/I |
| Role of Governing Body in a Catholic School | | ✓ | A/I |
| The use of data to establish benchmarks and set targets for improvement | ✓ | | A/I |
| Confidence in accessing, analysing, interpreting and synthesising information | ✓ | | A/I/R |

| E PERSONAL SKILLS AND ABILITIES | Essential | Desirable | Source: |
|---|------------------|------------------|---|
| | | | A – Application I – Interview R – References |
| Applicants should be able to provide evidence that they have the necessary personal skills and abilities required by the post: | | | |
| Live and bear witness to faith and act as a role model | ✓ | | A/I/R |
| Purposeful leadership | ✓ | | A/I/R |
| Approachable, has presence and enjoys being highly visible to staff, students and parents | ✓ | | I/R |
| Ability to remain resilient, positive, enthusiastic and good humoured when working under pressure | ✓ | | A/I/R |
| Understanding of the school’s role in the parishes and wider community | ✓ | | A/I/R |
| Adaptability; able to embrace change | ✓ | | A/I/R |
| Successful involvement in recruiting, appointment and induction of staff | ✓ | | A?I?R |
| Strong commitment to raise standards | ✓ | | A/I/R |
| Ability to relate to young people | ✓ | | A/I/R |
| Imaginative, inspirational and enthusiastic | ✓ | | A/I/R |
| Inquisitive and able to think creatively, solve problems and make decisions based on sound judgement | ✓ | | I/R |
| Self-motivated with excellent organisational skills and the ability to prioritise workload effectively | ✓ | | A/I/R |

E PERSONAL SKILLS AND ABILITIES continued

Applicants should be able to provide evidence that they have the necessary personal skills and abilities required by the post:

Essential

Desirable

Source:

A – Application

I – Interview

R – References

Confidence to delegate management tasks, trust those responsible and monitor their implementation

✓

I/R

Good communication skills

✓

A/I/R

Positive views about parental involvement and the partnership between home school and parish

✓

A/I/R

Able to plan budgets and ensure resources are deployed to the maximum benefit of staff and students

✓

A/I/R

Ability to inspire and develop leadership in others

✓

A/I/R

Ability to collaborate effectively with other partners and build and maintain good relationships with all stakeholders

✓

A/I/R

Values diversity and the unique contribution that every individual makes to the learning community

✓

A/I/R

Competent user of ICT

✓

A/I/R

F SAFEGUARDING

Understanding of responsibilities of the Headteacher in ensuring compliance with Health and Safety Legislation

✓

A/I/R

Clear commitment to and understanding of child protection matters, safeguarding legislation and practice

✓

A/I/R