**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)
* 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 an 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)