

# WHAT IS THE HEADTEACHER PERSON SPECIFICATION AND SELECTION CRITERIA?



The Governors wish to appoint a candidate who has the qualifications, experience, knowledge and skills described in this specification. The successful candidate will meet all the essential criteria listed below and at least some of the desirable criteria, all of which shall be demonstrated as indicated below.

[A] TRAINING & QUALIFICATIONS	Essential/ Desirable	Identified through
Qualified Teacher status at secondary level	E	Application form
A good Honours degree	E	Application form
Recent and relevant further professional development	E	Application form, Reference
The National Professional Qualification Headship	D	

[B] KNOWLEDGE & UNDERSTANDING	Essential/ Desirable	Identified through
Substantial and successful secondary teaching experience	E	Application form
Including post-16 experience	D	Application form
An understanding of the challenges of the current educational landscape	E	Letter, Selection process
A practising Catholic who has a full understanding of the distinctive nature of Catholic Education and, through a clearly articulated, compelling and inspirational vision demonstrates a concern for the pastoral and spiritual welfare of staff and students.	E	Letter, Application form, Reference, Selection process
Successful experience of whole-school curriculum leadership resulting in improved outcomes for young people.	E	Letter, Reference
Successful experience of effective teaching and learning strategies, the use of assessment, including target setting and tracking and the ability to undertake data analysis which leads to improved outcomes for young people	E	Letter, Selection process

<b>[C] LEADERSHIP AND MANAGEMENT</b>	<b>Essential/ Desirable</b>	<b>Identified through</b>
Successful strategic leadership experience in a secondary school as a Headteacher or significant experience as a Deputy Head (or equivalent)	E	Letter, Reference
Senior Leadership and experience of whole school improvement planning for change including effective monitoring and accurate self-evaluation.	E	Letter, Reference, Selection process
The ability to set high and clear expectations, to hold others accountable for performance and the contributions they make to the school community	E	Letter, Selection process
Demonstrable experience of successful line management including appraisal and staff development	E	Application form, Reference
An understanding of the role of Governors in Whole school Strategic Planning and improved outcomes for young people	D	Application form, Reference
Experience of safeguarding and promoting the welfare of children and follow the codes of conduct for child protection and confidentiality.	E	Application form, Reference

<b>[D] [PERSONAL SKILLS AND ABILITY]</b>	<b>Essential/ Desirable</b>	<b>Identified through</b>
Creative, enthusiastic and proactive, keen to promote new ideas and challenges and is able to deal sensitively with people and resolve conflict.	E	Reference
Works well and cohesively as part of a team is flexible, listens and is prepared to seek advice and support	E	Selection process
Communicate effectively with a range of audiences and in a range of media (as appropriate)	E	Selection process

The areas highlighted blue must be clearly addressed in your supporting statement.

Application Form and Letter		
Application form should be completed in full	E	Application
Supporting statement should be clear and concise	E	Letter
Supporting statement should address the criteria in the person specification	E	Application, Letter
Confidential References and Reports		
Reference from the parish priest where the candidate worships, confirming that the candidate is a practising Catholic	E	References
Reference from current employer or Headteacher	E	References
A second professional reference	E	References
DBS check (prior to commencement)	E	Upon appointment

"I have come that they may have life and have it to the full" - John 10:10

M.