



# ST. ANDREW'S

CATHOLIC PRIMARY SCHOOL  
FAITH UNITY EXCELLENCE

## **HEADTEACHER PERSON SPECIFICATION**

Key: (E) is essential criteria and (D) is desirable criteria.

St. Andrew's is a thriving and happy school community, with a talented and committed staff and strongly supportive parents all united as one through our Catholic faith. Each and every child at our school fills us with pride and continues to inspire us every day. We are seeking a strong and ambitious school leader to build on the many strengths of this wonderful school and to guide us on our future journey.

### **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





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- 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 and 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)

