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 **Headteacher Person Specification**

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Headteacher will carry out. The post holder may be required to do other duties appropriate to the level of the role.

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| **Criteria** | **Qualities** |
| **Qualifications** | * Qualified teacher status
* Degree
* Catholic Certificate in Religious Studies or a willingness to gain this qualification.
* National professional qualification for headship (NPQH)or relevant higher qualification
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| **Experience** | * Successful leadership and management experience in a school
* Involvement in school self-evaluation and development planning
* Demonstrate experience of successful line management and staff development
* Experienced in working in an independent school sector
* Understand how Schools in Charity status work (desirable)
* 8 years plus teaching experience (desirable)
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| **Skills & Knowledge** | * Understanding of school finances, financial management and some ‘Compliance’ knowledge
* Ability to communicate vision and inspire others at all levels
* Understanding of high-quality teaching, and the ability to model this for others and support others to improve
* Effective communication and interpersonal skills across the whole school community
* Ability to build effective working relationships
* Data analysis skills, and the ability to use data to set targets and identify weaknesses
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| **Personal Qualities**  | * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
* Ability to work under pressure and to prioritise effectively
* Commitment to maintaining confidentiality at all times
* Commitment to safeguarding and quality
* Commitment to the vision of the School and to working with the Governing Body
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**Notes:**

This job description may be amended at any time in consultation with the post holder

**Last review date: September 20…..**

**Next Review date: August 20……**

Line Manager’s Signature **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Past holder’s Signature
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