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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 |
| **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) |
| **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 |
| **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 |

**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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