



## **PERSON SPECIFICATION FOR HEADTEACHER OF**

### **ST ETHELBERT'S CATHOLIC PRIMARY SCHOOL**

**AIM OF THE SCHOOL-** At St Ethelbert's following our Catholic faith we serve the whole person.

'I serve Jesus with my body, mind, heart and soul'

Jesus Christ has taught us that it is more blessed to serve than to be served

Serviam means 'I serve'

**INTRODUCTION-** In light of our Christian vision of faith

#### **FAITH COMMITMENT**

- A practising and committed Catholic
- A secure understanding of the distinctive nature of the Catholic school
- Understanding of the head teacher's role as Pastor
- Understanding of the school's role in the Catholic and wider community
- Ability to demonstrate care, compassion and reconciliation
- Ability to lead acts of worship in the Catholic school
- Evidence of participation in the parish and Catholic community life

#### **QUALIFICATIONS & TRAINING**

- Qualified teacher status
- Evidence of Continuous Professional Development
- Evidence of the ability to lead quality professional development opportunities
- Qualification in Catholic teaching or leadership e.g. CCRS, MA in Catholic Education
- NPQH or equivalent

#### **EXPERIENCE**

- Proven successful track record of teaching within a primary setting
- Successful experience of senior leadership at assistant or deputy level or equivalent within a primary school
- Successful experience of leading subject areas, key stages or whole school curriculum initiatives
- Thorough knowledge and understanding of current educational issues

## **STRATEGIC LEADERSHIP**

- Ability to articulate and share a vision for St Ethelbert's school
- Ability to inspire and motivate all stakeholders within the school community
- Evidence of successful strategies for planning, monitoring, reviewing and evaluating school improvement
- Ability to analyse data, develop strategic plans, achieve ambitious targets and drive up standards
- Ability to develop policies and procedures that enhance the Catholic ethos of the school and a commitment to equal opportunities for all
- Understanding of the role of governing body in a Catholic school
- Ability to develop a positive culture of high expectation and performance
- Understanding of and commitment to promoting the safeguarding and welfare of pupils

## **LEARNING & TEACHING**

- A secure understanding of the statutory requirements for the curriculum and assessment
- Knowledge and experience of a range of successful learning and teaching strategies to meet pupils needs
- A secure understanding of assessment procedures and practices which enhance pupils learning
- Experience of effective monitoring and evaluation of learning and teaching
- Experience of individual pupil tracking and monitoring to improve achievement including the use of new technology
- Successful experience in creating an effective learning environment and developing and implementing policy and practice to ensure excellent pupil behaviour
- The ability to role model excellent teaching
- An understanding of the curriculum directory for religious education

## **LEADING & MANAGING STAFF**

- Ability to build and support effective teams
- Ability to delegate and support colleagues
- Experience of performance management for staff and supporting CPD relevant to the school and the individual
- Understanding of budget planning, staff deployment and the effective use of resources
- A commitment to the pastoral care of staff
- Experience of working with Governors in strategic areas
- Involvement in staff recruitment, appointment and induction

## **ACCOUNTABILITY**

- Understanding of the relationship between the head teacher and the governing body
- Ability to communicate effectively in writing and orally to a range of audiences including parents, pupil, staff, governors, clergy, fellow professionals and the media
- Ability to produce clear reports, information and advice to staff and governors and clear information to the Diocese, Catholic Education Service and Local Authority when required.
- Ability to set clear targets and the means to achieve them
- Ability to present the school at its best in the Catholic and wider communities and in the media

- Understanding the criteria for evaluating a Catholic school

### **SKILLS, QUALITIES & ABILITIES**

- High quality teaching skills
- Unreserved commitment to the mission of the Catholic school
- High expectation of pupils' learning and attainment
- Strong commitment to school improvement through the pursuit of excellence
- Ability to build and maintain good relationships
- Ability to remain positive and enthusiastic when working under pressure
- Ability to prioritise, meet deadlines and manage own time effectively
- Empathy with all members of the school community
- Ability to motivate and inspire staff, pupils and parents with a shared vision that will enhance learning and maintain high standards of behaviour

### **PERSONAL ATTRIBUTES**

- Stamina, energy and resilience
- Optimistic outlook
- Confidence
- Commitment to own work/life balance