



## Person Specification for Headteacher of English Martyrs' Catholic Primary School

The Governing Body are seeking to appoint a passionate, committed Headteacher with outstanding leadership skills and a strong personal Catholic faith to build on the school's solid record and reputation.

In particular we are looking for:

*Source Key: A = Application Form I = Interview R = References CC = Checking Certificates*

### [A] Faith Commitment

		Essential	Desirable	Source
1.	Practising Catholic as demonstrated by reference from Parish Priest	E		A/I/R
2.	Involvement in parish community		D	A/I/R

**To be able to demonstrate their knowledge and understanding of the following in the context of a Catholic school.**

		Essential	Desirable	Source
3.	Leading collective worship	E		A/I
4.	Ways of developing religious education and worship	E		A/I
5.	A commitment to strategic thinking and planning that builds,	E		A/I

	communicates and carries forward a coherent and shared vision for the Catholic ethos of the school.			
6.	Fostering and developing relationships between the school, parish and its community and the diocese.	<b>E</b>		A/I

### **[B] Qualifications**

		<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
7.	Qualified teacher status	<b>E</b>		A/CC
8.	Degree	<b>E</b>		A/CC
9.	Has completed or has a commitment to do the Catholic Certificate in Religious Studies CCRS and/or the Catholic Leadership Programme	<b>E</b>		A/CC/I
10.	Has successfully undertaken child protection training	<b>E</b>		A/I
11.	Evidence of appropriate professional development for the role of headteacher	<b>E</b>		A
12.	Has successfully undertaken appropriate training for the role of Designated	<b>E</b>		A

	Safeguarding Lead or has a commitment to do so			
13.	Has successfully undertaken the Secretary of State's Safer Recruitment Training or has a commitment to do so before taking up post or within twelve months of taking up post	<b>E</b>		A/I/CC

**[D] School leadership and management experience**

		<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
14.	Recent successful leadership as a Headteacher, Head of School, Deputy Headteacher, Assistant Headteacher	<b>E</b>		A/I/R
15.	To have an awareness of the financial management of a voluntary aided primary school	<b>E</b>		A/I/R
16.	Knowledge and understand of strategic financial planning and budgetary management in relation to their contribution to school improvement and pupil outcomes		<b>D</b>	I

17.	To have had experience of and ability to contribute to staff development across the primary range (e.g. coaching, mentoring, INSET for staff)	<b>E</b>		A/I/R
18.	To have taken an active involvement in school self-evaluation and development planning		<b>D</b>	I
19.	To understand how to work effectively with a Governing Body	<b>E</b>		A/I/R
20.	To have experience of advising a Governing Body or one of its committees		<b>D</b>	I
21.	To be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies	<b>E</b>		A/I/R
22.	To have had responsibility for policy development and implementation	<b>E</b>		A/I/R

#### **E] Experience and knowledge of teaching**

		<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
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23.	Significant teaching experience and proven excellence in teaching pupils within the relevant phase(s)	<b>E</b>		A/I/R
24.	Experience of teaching in a Catholic school		<b>D</b>	A/I
25.	Experience of teaching in a Catholic school providing professional challenge and support to others through the Performance Management Process.	<b>E</b>		A/I/R
26.	A current knowledge and understanding of all key stages represented in the school	<b>E</b>		A/I/R
27.	To be able to use data, assessment and target setting effectively to improve outcomes for all pupils	<b>E</b>		A/I/R
28.	To be able to exemplify how the needs of all pupils have been met through high quality teaching	<b>E</b>		A/I/R

#### **[F] Professional Attributes**

		<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
29.	Excellent written and oral communication skills (which will be assessed at	<b>E</b>		I

	all stages of the process)			
30.	Have a working knowledge of a variety of digital platforms and systems for both management and communication	<b>E</b>		A/I/R
31.	To be a leader of learning, demonstrating, promoting and encouraging outstanding classroom practice	<b>E</b>		A/I/R

### **Professional Skills**

The Headteacher is expected to have a good knowledge of the National Standards of Excellence for Headteachers (2020) and be willing to work towards the achievement of these standards:

- School Culture
- Teaching
- Curriculum and Assessment
- Behaviour
- Additional and Special Educational Needs and Disabilities
- Professional Development
- Organisational Management
- Continuous School Improvement
- Working in Partnership
- Governance and Accountability

### **Personal Qualities**

All of the following are considered essential for the post and will be assessed through interview and reference:

- Continue to promote the school's strong mission, vision and values
- Inspire, challenge, motivate and empower teams and individuals to achieve high goals
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children
- Build and maintain quality relationships through interpersonal skills and effective communication
- Demonstrate personal and professional integrity, including modelling values and vision
- Manage and resolve conflict
- Prioritise, plan and organise themselves and others

- Think analytically and creatively and demonstrate initiative in solving problems
- Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others
- Demonstrate a capacity for sustained hard work with energy and vigour
- Uphold the 7 Nolan principles of public life.

