



ST MARY'S CATHOLIC PRIMARY SCHOOL

Headteacher – Person Specification [January 2020]

Criteria		Essential	Desirable	Evidence
Faith Commitment/Catholicity				
1	A committed practising Catholic.	✓		R
2	A secure understanding of the distinctive nature of a Catholic school.	✓		A/I
3	A personal vision for a Catholic school and the ability to share and enact that vision with all those who make up the school and the wider community.	✓		I
4	The ability to strengthen faith commitment and worship in the school community and lead, by example, the faith journey in Christ.	✓		A/R/I
Qualifications				
5	Degree level qualification or equivalent and Qualified Teacher Status.	✓		A
6	National Professional Qualification for Headteachers (NPQH).		✓	A
7	Evidence of recent and relevant continuing professional development on school leadership, curriculum and learning and teaching.	✓		A/I
8	Catholic Certificate in Religious studies.		✓	A
9	Up to date safeguarding training.	✓		A
Experience				
10	Successful experience in a senior leadership role in the primary phase.	✓		A/R/I
11	Experienced Deputy Headteacher/senior leader.	✓		A/I
12	Evidence of successful leadership of teaching to improve pupil outcomes and ensure high quality provision.	✓		A/I
13	Experience of managing change and meeting challenges successfully.	✓		A/I
14	Experience of building, motivating and leading effective teams, respecting contributions and feedback in order to secure the best possible outcomes for pupils.	✓		A/I
15	Experience of identifying emerging talent and motivating staff to continually improve their own practice.		✓	A/I
16	Knowledge and experience of successful financial/resource management.		✓	A/I

Evidence: A – Application R – Reference I - Interview

Knowledge and Skills				
17	Outstanding classroom practitioner with a deep understanding of learning and teaching.	✓		A/R/I
18	Understanding of and ability to discuss local and national trends in education and school systems.		✓	I
19	Ability to foster and maintain successful working relationships with all stakeholders, involving them in the school's development and in transforming vision into practice.	✓		A/I
20	Commitment to managing the wellbeing of all and an ability to identify ways to reduce unnecessary workload for staff.	✓		A/I
21	Ability to interpret, analyse and use a wide range of data and information effectively, to drive school improvement.	✓		A/I
22	Understand issues relating to managing a school including safeguarding, inclusion and equality policies and their implementation. [Including an awareness of child protection procedures, health and safety legislation, equal opportunities, race relations, disability, human rights and employment legislation.]	✓		I
23	Understanding of how to effectively support vulnerable children and pupils with special education needs.	✓		A/I
Personal Qualities				
24	Enthusiasm and a love of learning that enables you to lead the school with drive and passion.	✓		A/I
25	Excellent communication, listening and negotiating skills for a range of purposes and audiences.	✓		A/I
26	Emotional resilience, stamina and flexibility when dealing with challenging issues and circumstances.	✓		A/I
27	High expectations of self and others.	✓		A/I
28	A commitment to inclusive education for all.	✓		A/I
Safeguarding Children: Safer Recruitment and Selection				
29	In addition to candidates' ability to perform the duties of the post, the recruitment process will also explore issues relating to safeguarding and promoting the welfare of children including: <ul style="list-style-type: none"> • Motivation to work with children and young people; • Ability to form and maintain appropriate relationships and personal boundaries with children and young people; • Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline. 	✓		A/I

Evidence: A – Application R – Reference I - Interview