

SAMPLE

Insert School Logo

Insert Mission Statement

PERSON SPECIFICATION

Appointment of Headteacher

Please write your supporting statement /letter giving evidence of how you meet each of the essential criteria.

	Essential	Desirable
Faith Commitment		
1. Practising and committed Catholic in good standing with the Church	✓ R	Evidence of participation in parish or Catholic community life
2. A secure understanding of the distinctive nature of the Catholic school	✓ A I	
3. Understanding of the headteacher's role as pastor	✓ A I	
4. Understanding of the school's role in the Catholic and wider community	✓ A I	
5. Ability to demonstrate care, compassion and reconciliation	✓ A	
6. Ability to lead acts of worship in the Catholic school	✓ I	
Qualifications and Training		
1. Degree + QTS	✓ AD	

2. Evidence of continuing professional development in preparation for HT post	√ A	NPQH Post Grad level qualification MA in Catholic School Leadership
3. Catholic Certificate in Religious Studies (CCRS)		√ D
4. Willingness to undertake CCRS within 2 years of appointment	√ A	
Experience		
5. A record of substantial, successful teaching experience, including teaching more than 1 Key Stage in the primary age range.	√ ARI	Exper.in a variety of schools
7. Experience as a successful Headteacher, Head of School, Deputy or Assistant Headteacher	√ ARI	
1. Experience of effecting change in teaching, learning or curriculum either at phase or whole school level	√ ARI	
2. Experience of leadership role within a primary school;	√ ARI	
Professional Knowledge and Understanding		
3. Understanding the expectations in the Ofsted Framework about what makes an effective school.	√ AI	Understanding of the expectations of the S.48 denominational Inspection
4. Working knowledge of school planning, evaluation, assessment and accountability	√ ARI	The ability to role model excellent teaching

5. Ability to analyse data, develop strategic plans, set targets and achieve desired outcomes	V AI	
6. Thorough knowledge and understanding of current educational issues	V AI	
7. Ability to develop policies and procedures that demonstrate the Catholic ethos of the school and a commitment to equal opportunities for all	V AI R	
Promoting the welfare of children		
8. A good understanding of up to date policy and practice with regard to Safeguarding. Commitment to the safeguarding and well-being of staff and pupils	V I	
Professional Skills and Abilities		
9. Evidence of working effectively with the Headteacher , staff, governors and parents	V RI	
10. Ability to communicate effectively in writing and orally to a range of audiences including pupils, parents, staff, governors, clergy, fellow professionals and the media	V AI	
11. Ability to produce clear reports, information and advice to staff and governors and to provide clear information to the Diocese and the CES when required	I R	Understanding the criteria for evaluating a Catholic school
Personal Qualities		
12. Evidence of leading by example, demonstrating good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships.	V RI	
13. Stamina, energy and resilience; confidence	RI	
14. Optimistic outlook	R	
15. Commitment to own work/life balance as well as that of others	AI	
Other		
16. Understand and support the Catholic ethos of our Catholic School, including the spiritual development of the pupils and the school's role within the community.	V	

	AIR	
17. Evidence of a strong commitment to Catholic education;	√ AIR	

A – Application form D – Documents I – Interview R - References
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References

- Positive and supportive reference from the Priest where the applicant regularly worships; in good standing with the Church; reference without reservation. Priest's reference on diocesan proforma so that the necessary questions are addressed. (See 'Definition of a Practising Catholic for a Reserved Post')
- Positive recommendations in professional references, without reservation.

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