

Person Specification/Selection Criteria for Headteacher at a Catholic School

The Federation of St Mary's Catholic Schools

The school's Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teaching of the Catholic Church and the Trust Deed of the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all aspects.

The applicant will be required to safeguard and promote the welfare of children and young people.

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

[A] Faith Commitment

	Essential	Desirable	Source
Practising Catholic	E		A/I/R

[B] Qualifications

	Essential	Desirable	Source
Qualified teacher status	E		A
Degree	E		A
CCRS/CTC or commitment to obtaining the certificate	E		A
Leadership qualification e.g. NPQML		D	

[C] Professional Development

	Essential	Desirable	Source
Evidence of regular, recent and appropriate professional Development for the role of headteacher	E		A/I/R
Has successfully undertaken the Secretary of State's (NCSL, CWDC or local authority) approved "safer recruitment" training or has a commitment to do so before taking up post/within 12 months of taking up post		D	A
Has successfully undertaken appropriate Child Protection training/Designated Senior Person training		D	A

[D] School leadership and management experience

	Essential	Desirable	Source
Successful leadership as a deputy Headteacher or assistant headteacher	E		A/I/R
Ability to demonstrate successful/effective leadership in a		D	A/I/R

school in a similar community/facing similar challenges			
To have taken an active involvement in school self-evaluation and development planning	E		A/I/R
To have implemented and developed a whole school initiative	E		A/I/R
An awareness of the/previous involvement in/active involvement in/fully conversant with financial management of a primary school		D	A/I/R
Knowledge and understanding of strategic financial planning and budgetary management in relation to their contribution to school improvement and pupil achievement		D	A/I/R
To have had responsibility for policy development and implementation	E		A/I/R
To have had experience of and ability to contribute to staff development across the primary range (e.g. coaching, mentoring, INSET for staff)	E		A/I/R

[E] Experience and knowledge of teaching

	Essential	Desirable	Source
Experience of teaching in more than one school		D	A/I/R
Experience of teaching in a Catholic school		D	A/I/R
Experience of teaching in a school in similar circumstances/serving a similar community		D	A/I/R
To have taught in at least 2 Key Stages/taught in both KS2 and EYFS/KS1 /taught KS1 or KS2 or EYFS		D	A/I/R
Significant teaching experience within the primary phase	E		A/I/R
To have a current knowledge and understanding of all 3 Key Stages in the primary phase.	E		A/I/R
To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	E		A/I/R
To be able to exemplify how the needs of all pupils (SEN, AEN, AGT, EAL, GRT) have been met through high quality teaching	E		A/I/R

[F] Professional Attributes

	Essential	Desirable	Source
Demonstrate an awareness for the needs of all pupils across the Federation and how these could be met	E		A/I/R
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	E		A/I/R
Excellent written and verbal communication skills (which will be assessed at all stages of the process)	E		A/I/R
To be a leader of learning, demonstrating, promoting	E		A/I/R

and encouraging outstanding classroom practice			
Show a good commitment to sustained attendance at work	E		A/R

[G] Personal Qualities

	Essential	Desirable	Source
Continue to promote our strong educational philosophy and values	E		A/I/R
Inspire, challenge, motivate and empower teams and individuals to achieve high goals	E		A/I/R
Be a positive role model at all times, a highly effective and respected representative of The Federation of St Mary's Catholic Schools.	E		A/I/R
Demonstrate a capacity to be a strong and visible presence in all areas of school	E		A/I/R
Be approachable, person-centred	E		I/R
Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people	E		I/R
Build and maintain quality relationships through interpersonal skills and effective communication	E		I/R
Demonstrate personal and professional integrity including modeling values and vision	E		I/R
Inspire trust and confidence across the school and community	E		I/R
Manage and resolve conflict	E		I/R
Prioritise, plan and organize themselves and others	E		A/I/R
Think analytically and creatively and demonstrate initiative in solving problems	E		I/R
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon, as appropriate, feedback from others	E		A/I/R
Able to empathise appropriately and take necessary steps	E		I/R
Demonstrate a capacity for sustained hard work with energy and vigour	E		I/R
Demonstrate resilience and optimism	E		A/I/R

[H] Confidential References and Reports

A positive and supportive faith reference from a priest where the applicant regularly worships	E
Positive recommendation from all referees, including current employer	E

***Where this is not available to a candidate, governors should specify that an alternative professional reference be provided.**

[I] Application Form and Supporting Statement

The form must be fully completed and legible. The supporting statement, which forms part of the CES form, should be clear, concise and related to the specific post.