



**Person Specification/Selection Criteria for Headteacher,
St Mary's Catholic Primary School, Birchley**



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.

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, R
Able to articulate a philosophy for Catholic Education	E		A, I
Planned and delivered whole school collective worship and assemblies, with knowledge of 'Come and See' RE scheme	E		A, I

[B] Qualifications

	Essential	Desirable	Source
Qualified teacher status	E		A
Degree	E		A
CCRS/CTC or commitment to obtaining the certificate	E		A

[C] Professional Development

	Essential	Desirable	Source
Evidence of regular, recent and appropriate professional Development for the role of Head teacher	E		A
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	E		A
Has successfully undertaken appropriate Child Protection training or Designated Senior Person training	E		A

[D] School Leadership and Management Experience

	Essential	Desirable	Source
Successful leadership and effective management experience as a Primary Head teacher		D	A, I
Successful leadership and effective management experience as a Deputy Head teacher	E		A, I
Experience of overseeing the day-to-day operation of the school's SEN policy in the role of SENCO		D	A, I

Demonstrable experience of successfully leading the school (as part of a leadership team) through inspection, including Ofsted and Section 48 RE	E		A, I
Significant successful and effective leadership experience in a school in a similar community, facing similar challenges		D	A, I
To have taken a lead in school self-evaluation and development planning	E		A, I
To have implemented and developed a whole school initiative	E		A, I
Fully conversant with financial management of a primary school	E		A, I, T
Knowledge and understanding of strategic financial planning and budgetary management in relation to their contribution to school improvement and pupil achievement	E		A, I, T
Responsibility for policy development & implementation	E		A, I
Lead staff development across the primary range (e.g. coaching, mentoring, INSET for staff)	E		A, I
Ability to work effectively and with the Governing Body to continually move the school forward	E		A, I
Evidence of working with the wider school community and forging links across professional networks	E		A, I

[E] Experience and knowledge of teaching

	Essential	Desirable	Source
Evidence of substantial and relevant primary age teaching experience as an outstanding practitioner	E		A, I
Evidence of substantial and relevant primary age teaching experience as an outstanding practitioner in a Catholic school, in similar circumstances serving a similar community		D	A, I
Comprehensive, current knowledge and understanding of all 3 Key Stages in the primary phase	E		A, I
Able to develop data tracking systems that are unique to a school's setting and to effectively use data, assessment and target setting to raise standards/address weaknesses	E		A, I, T
Understanding and practical experience of the Role of SENCO	E		A, I

[F] Professional Attributes

	Essential	Desirable	Source
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
Excellent written and verbal communication skills (which will be assessed at all stages of the process)	E		I
To be able to synthesise a range of complex information and present in a suitable media to a range of audiences	E		T

To be a confident leader of learning, demonstrating, promoting and encouraging outstanding practice	E		A, I
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[G] Personal Qualities

	Essential	Desirable	Source
Continue to promote our strong educational philosophy and values as a Catholic Primary School	E		A, I
Inspire, challenge, motivate and empower teams and individuals to achieve high performance and goals	E		A, I
Be a positive role model at all times, a highly effective and respected representative of St Mary's Catholic Primary School	E		A, I
Demonstrate a capacity to be a strong and visible presence in all areas of school	E		I
Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people	E		A, I
Build and maintain quality, mutual relationships through effective interpersonal skills and effective communication	E		A, I
Demonstrate personal and professional integrity and moral purpose	E		A, I
Inspire trust and confidence across the school and community	E		A, I
Manage and resolve conflict effectively	E		A, I
Prioritise, plan and organise themselves and others	E		A, I
Think analytically and creatively and demonstrate initiative in solving problems	E		A, I
Be aware of their own strengths and areas for development	E		A, I
Listen to, reflect constructively and act upon, as appropriate, feedback from others	E		A, I
Able to empathise with others appropriately	E		A, I
Demonstrate passion and commitment	E		A, I
Demonstrate resilience and optimism	E		A, I

[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

[I] Application Form and Supporting Statement

Please provide a written statement of no more than 1,300 words detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification. The form must be fully completed and legible.