



**Person Specification/Selection Criteria for
Headteacher in St Mary's RC Primary, a voluntary academy, Bacup**

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 teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Salford. 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 its aspects.

St Mary's is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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

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

[A] Faith Commitment

		Essential	Desirable	Source
1.	Practising Catholic	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 school 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, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school.	E		A/I
6.	How relationships should be fostered and developed between the school and parish community.	E		A/I
7.	Has completed the Catholic Leadership Programme/CCRS		D	A/CC

[B] Qualifications

		Essential	Desirable	Source
8.	Qualified teacher status	E		A/CC
9.	Degree	E		A/CC

[C] Professional Development

		Essential	Desirable	Source
10.	Evidence of appropriate professional development for the role of headteacher	E		A
11.	Up to date safeguarding training and knowledge of legislation for the protection of young people	E		A/I/CC
12.	Has successfully undertaken Designated Safeguarding Lead training		D	A/CC

[D] School leadership and management experience

		Essential	Desirable	Source
13.	Recent successful leadership as a Headteacher, deputy headteacher or assistant headteacher	E		A/I/R
14.	Evidence of successfully leading school improvement	E		A/I/
15.	Evidence of the application of strategies to review, implement, evaluate and improve learning and teaching	E		A/I/R
16.	Experience of curriculum leadership and development	E		A/I/R
17.	Experience of working constructively with parents	E		
18.	Experience of monitoring staff performance	E		A/I/R
19.	Experience of effective budget management and financial analysis		D	A/I/R
20.	The ability to provide advice and support to the Governing Board to enable it to meet its responsibilities	E		A/I/R
21.	An understanding of strategic financial planning in relation to its contribution to school improvement, curriculum development and pupil achievement	E		A/I/R
22.	To have experience of guiding, coaching, mentoring or training individuals or teams	E		A/I/R
23.	Able to demonstrate a good awareness of current national education policy and strategy	E		A/I/R

[E] Experience and knowledge of teaching

		Essential	Desirable	Source
24.	To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	E		A/I/R
25.	To have a working and current knowledge and understanding of all 3 Key Stages in the primary phase	E		A/I/R

26.	Displays commitment to the protection and safeguarding of children and young people	E		A/I/R
27.	Experience of providing professional challenge and support to others through the performance management process	E		A/I/R
28.	Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people	E		A/I/R
29.	To be able to effectively use data and assessment to raise standards/address weaknesses	E		A/I/R

[F] Professional Attributes

		Essential	Desirable	Source
30.	Be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at the school and how these could be met	E		A/I/R
31.	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
32.	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	E		A/I
33.	To be able to receive and reflect in feedback	E		A/R
34.	Maintain confidentiality	E		I

[G] Professional Skills

(Based on the National Standards of Excellence for Headteachers 2015)

The headteacher is expected to have a good knowledge of the National Standards of Excellence for Headteachers (2015) upon which the job description is based and be willing to work towards the achievement of these standards. In addition, the Headteacher will be expected to work with the governors to set annual personal objectives within the framework of these standards:

- Qualities and Knowledge
- Pupils and Staff
- Systems and Processes
- The Self-improving School System

[H] Personal Qualities

- Continue to promote the school's strong educational philosophy 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 and young people
- 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
- Recognise work life balance for oneself and work colleagues

[I] Confidential References and Reports

Positive and supportive references from a priest where the applicant regularly worships, Chair of Governors or Headteacher or multi academy trust lead or Local Authority. References must include the current employer

The governors reserve the right in exceptional cases to seek additional references from other former employees where this seems appropriate.

[J] Application Form and Supporting Statement

The form must be fully completed. The supporting statement should be clear, concise and related to the specific post.