

Name of School: ST. MARY'S CATHOLIC PRIMARY SCHOOL

PERSON SPECIFICATION FOR HEADTEACHER

ATTRIBUTE	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	How Measured A - Application I - Interview R - References C- Original certificates
A. Training & Qualifications	Qualified teacher status		A R
		Catholic Certificate of Religious Studies	A C R
		Degree	A C R
		Higher Degree	A C R
	National Professional Qualification for Headship or Existing Headship Or gaining NPQH in 12mth-18mth period		A R
	Evidence of further and appropriate professional development		A R
B. Faith Commitment	Practising Catholic		A R
	Evidence of participation in life of community		A R
	Sound understanding of the distinctive nature of the Catholic school		A I R
	Able to articulate a philosophy for Catholic education		A I R
	Understanding of leadership role in spiritual development of pupils and staff		A I R
	Understanding of & commitment to curriculum Religious Education		A I R
	Experience in leading collective acts of		A I R

	worship		
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C. Leadership & Management		Recent experience in a Catholic School	A R
		Leadership experience at head teacher level (Primary School)	A R
	Leadership experience at deputy head level (Primary School)		A R
	Successful teaching experience (Primary School)		A R
	Strong leadership qualities		A I R
	Proven record of initiating and managing change		A I R
	Strong track record of school improvement		A I R
	High expectations of staff and pupils		A I R
	Experience of senior management		A I R
	Strong commitment to effective self-evaluation		A I R
	Ability to work effectively with parents and the local community		A I R
D. Professional Knowledge and Understanding	Pupils' educational development		A I R
	Curriculum and assessment, including subjects and cross Curricular aspects		A I R
	Effective teaching and learning strategies		A I R
	Local and national policies, priorities and statutory frameworks		A I R
		Role of Governing Body in Catholic Voluntary Aided schools	A I R

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E. Communication / Networking / Personal	Ability to communicate effectively with a wide range of audiences both verbally and in writing		A I R
	Effective chair of meetings		A I R
	Ability to negotiate effectively		A I R
	Consultative manner and ability to build effective teams		A I R
	Strong evidence of working effectively with a network of associated schools and/or clusters of schools		A I R
	Experience in liaison work with a range of outside agencies at local, regional and/or national level		A I R
F. Other Requirements	Application forms should be completed in full		A
	Letters should be clear and concise		A
	Underpinned by an overall philosophy for Catholic education		A
	Should address the criteria identified in the Person Specification		A