

## HEADTEACHER PERSONAL SPECIFICATION [April 2017]

	<i>Essential</i>	<i>Desirable</i>	<i>Evidence</i>
<b>Applicant</b>	<ul style="list-style-type: none"> <li>• A practising Catholic in good standing with the Church</li> <li>• Well-presented, well-structured application</li> <li>• Good interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Active involvement in local parish</li> <li>• Enthusiasm</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview process</li> <li>• Three references, to include current employer and parish priest</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>• Higher degree</li> <li>• CTC/CCRS or equivalent</li> <li>• Evidence of further professional study</li> <li>• Has or has been accepted for NPQH</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interviews</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of school leadership</li> <li>• Recent, demonstrable successful experience in a management role</li> <li>• Evidence of relevant professional development</li> <li>• Ability to lead initiatives within the school with evidence of impact</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of six years teaching experience</li> <li>• Understanding of the voluntary aided sector if applicable</li> <li>• Teaching experience in a similar size school</li> <li>• Experience of collaboration with other schools and appropriate agencies</li> <li>• Experience of working with children from diverse backgrounds</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview process</li> </ul>
<b>Communication/ liaison</b>	<ul style="list-style-type: none"> <li>• Ability to liaise and work with outside agencies</li> <li>• Ability to influence and persuade</li> <li>• Ability to communicate clearly both orally and in writing with all stakeholders</li> <li>• Understand of the role of governors in a VA school/school within a MAT</li> <li>• Ability to promote the school to parents and other stakeholder</li> </ul>	<ul style="list-style-type: none"> <li>• Membership of a governing body</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview process</li> </ul>

	<b><i>Essential</i></b>	<b><i>Desirable</i></b>	<b><i>Evidence</i></b>
<b><i>Philosophy of Education</i></b>	<ul style="list-style-type: none"> <li>• A clearly articulated understanding of the Catholic vision of education</li> <li>• Understanding of current educational developments/legislation</li> <li>• Committed to educating the whole child</li> <li>• Expectation of high individual achievement and development</li> <li>• Ability to lead and develop a whole school learning culture</li> <li>• Ability to develop the partnership between school, parish and community</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview process</li> </ul>
<b><i>Leadership</i></b>	<ul style="list-style-type: none"> <li>• Clear expression of Christian leadership and management style</li> <li>• Ability to provide a strategic vision</li> <li>• Ability to motivate and effectively manage all staff</li> <li>• Proven experience of successful team leadership</li> <li>• Proven ability to deal with difficult situations</li> <li>• Demonstrate a complete understanding of safeguarding.</li> <li>• Ability to assess risk</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of implementing national initiatives</li> <li>• Evidence of leading and implementing effective CPD</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview process</li> <li>• References</li> </ul>
<b><i>Management</i></b>	<ul style="list-style-type: none"> <li>• Significant experience of managing people and resources within education</li> <li>• Good interpersonal and communication skills</li> <li>• Ability to manage budgets</li> <li>• Ability to solve problems and make decisions</li> <li>• A clear understanding of the headteacher's role in monitoring and managing staff performance</li> <li>• Ability to lead effective self-evaluation</li> <li>• Understanding of statutory requirements</li> <li>• ICT literate</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of four years as a head, deputy head or senior manager</li> <li>• Experience of OFSTED at SMT level</li> <li>• Experience of managing change</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview process</li> </ul>

	<b><i>Essential</i></b>	<b><i>Desirable</i></b>	<b><i>Evidence</i></b>
<b><i>Curriculum</i></b>	<ul style="list-style-type: none"> <li>• Knowledge of the curriculum at all relevant Key Stages</li> <li>• Good understanding of curriculum planning, development and review to support high standards</li> <li>• A coherent view of teaching, learning, standards and curriculum delivery</li> <li>• Commitment to planning effective provision to meet the needs of all pupils and develop all staff</li> <li>• Ability to effectively monitor and evaluate to raise standards</li> <li>• Ability to use and communicate data effectively to raise standards</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching across the age range of the school</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview process</li> </ul>