

# HEADTEACHER PERSON SPECIFICATION

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

| <b>Faith commitment</b>  | <b>Essential</b> | <b>Desirable</b> | <b>Source</b> |
|--|------------------|------------------|---------------|
| A practising Catholic (fulfilling the requirements of the <i>Diocesan Briefing Note</i> )    | ✓                |                  | A/I/R         |
| Secure understanding of the distinctive nature of the Catholic school and Catholic education | ✓                |                  | A/I/R         |
| Understanding of the leadership role in spiritual development of pupils and staff            | ✓                |                  | A/I/R         |
| Understanding of the school's role in the parish and diocese                                 | ✓                |                  | A/I/R         |
| Involvement in parish community  |                  | ✓                | A/I           |
| Leading school worship   | ✓                |                  | A/I           |

| <b>Qualifications</b>   | <b>Essential</b> | <b>Desirable</b> | <b>Source</b> |
|---|------------------|------------------|---------------|
| Qualified teacher status  | ✓                |                  | A/CC          |
| Degree  | ✓                |                  | A/CC          |
| Postgraduate level qualification                                    |                  | ✓                | A/CC          |
| CCRS/CTC (or equivalent) or commitment to obtaining the certificate | ✓                |                  | A/CC/I        |
| National Professional Qualification for Headship (NPQH)             |                  | ✓                | A/CC          |

| <b>Professional development</b>  | <b>Essential</b> | <b>Desirable</b> | <b>Source</b> |
|--|------------------|------------------|---------------|
| Evidence of appropriate professional development for the role of headteacher                     | ✓                |                  | A             |
| Evidence of professional development relating to Catholic ethos, mission and religious education | ✓                |                  | A/I/CC        |
| Evidence of recent leadership and management professional development                            | ✓                |                  | A             |
| Evidence of working with other schools/organisations/agencies                                    | ✓                |                  | A/I/CC        |
| Evidence of appropriate safeguarding training at senior leadership level                         | ✓                |                  | A/I/CC        |

| <b>School leadership and management experience</b>   | <b>Essential</b> | <b>Desirable</b> | <b>Source</b> |
|--|------------------|------------------|---------------|
| Ability to articulate and share a vision for education within the context and mission of a Catholic school     | ✓                |                  | A/I/R         |
| Ability to inspire and motivate staff, pupils, parents and the board to achieve the aims of Catholic education | ✓                |                  | A/I/R         |
| To have successful experience as an effective deputy headteacher   | ✓                |                  | A/I/R         |
| To have taken a key role in school self-evaluation and development planning                                    | ✓                |                  | A/I/R         |
| Knowledge of the role of the board in a Catholic school  | ✓                |                  | A/I/R         |

**Experience and knowledge of teaching**

|  | Essential | Desirable | Source |
|--|-----------|-----------|--------|
| Secure understanding of the requirements of the Religious Education Curriculum Directory and the National Curriculum | ✓         |           | A/I    |
| Secure knowledge of statutory requirements relating to the curriculum and assessment                                 | ✓         |           | A/I    |

**Professional attributes**

|   | Essential | Desirable | Source |
|---|-----------|-----------|--------|
| To have excellent written and oral communication skills (which will be assessed at all stages of the process) | ✓         |           | A/I    |

**Application form and supporting statement**

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| The form must be fully completed and legible. The supporting statement should be clear, concise (within the required word count) and related to the specific post |
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