

# 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**

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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