



# St John Henry Newman Catholic Primary School & Nursery



## Person Specification/Selection Criteria for the post of Headteacher

*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 teaching of the Roman Catholic Church and the Trust Deed of the Diocese of East Anglia. 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 practicing Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all aspects.*

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

**Note:** Candidates failing to meet any of the essential criteria will automatically be excluded

### [A] Faith Commitment

	Essential	Desirable	Source
Practising Catholic	E		AR
Involvement in parish community		D	AIR

### [A.2] To be able to demonstrate knowledge and understanding of the following in the context of a Catholic School

	Essential	Desirable	Source
Leading school worship	E		AI
Ways of developing religious education and worship	E		AI
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		AI
How relationships should be fostered and developed between the school, parish, its community, the Local Authority and the diocese.	E		AI
Has completed a Catholic Leadership Programme		D	AI

### [B] Qualifications

	Essential	Desirable	Source
Qualified teacher status	E		A
National Professional Qualification or similar		D	A
CCRS/CTC or commitment/willingness to obtaining the certificate	E		AI

### [C] Professional Development

	Essential	Desirable	Source
Evidence of appropriate professional development for the role of headteacher	E		AIR
Evidence of recent leadership and management professional development	E		AIR
Has successfully undertaken appropriate Child Protection training.	E		AI
Has successfully undertaken appropriate Designated Senior Leader Training (DSL)		D	AI

Has successfully undertaken the Secretary of State's (NCTL, CWDC or Local Authority) approved 'Safer Recruitment' training or has a commitment to do so within 12 months of taking up post.		<b>D</b>	AI
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#### **[D] School leadership and management experience**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Successful leadership as a Headteacher.		<b>D</b>	
Successful leadership as a deputy Headteacher or assistant Headteacher.	<b>E</b>		AIR
Be able to demonstrate effective leadership in a school in similar circumstances/serving a similar community.	<b>E</b>		AIR
To have taken an active involvement in school self-evaluation and development planning	<b>E</b>		AIR
To have an awareness of the financial management of a primary school.		<b>D</b>	AIR
Knowledge and understanding of strategic financial planning and budgetary management in relation to their contribution to school improvement and pupil achievement		<b>D</b>	AI
To have had responsibility for policy development and implementation	<b>E</b>		AIR
To have had experience of and ability to contribute to staff development across the primary range (e.g. coaching, mentoring, INSET for staff)	<b>E</b>		AIR

#### **[E] Experience and knowledge of teaching**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Experience of teaching in more than one school		<b>D</b>	AIR
Experience of teaching in a Catholic school		<b>D</b>	AIR
Experience of teaching in a school in similar circumstances/serving a similar community		<b>D</b>	AIR
To have experience of teaching in at least 2 Key Stages across the Primary range	<b>E</b>		AIR
Significant teaching experience within the primary phase	<b>E</b>		AIR
To have a current knowledge and understanding of all 3 Key Stages in the primary phase	<b>E</b>		AI
To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	<b>E</b>		AI
To be able to exemplify how the needs of all pupils have been met through high quality teaching	<b>E</b>		AI
An understanding of the importance of a rich and Christian distinctive curriculum and wider opportunities	<b>E</b>		AI

#### **[F] Professional Attributes**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
To be able to demonstrate an understanding of the needs of different pupils and how these could be met	<b>E</b>		AI
To 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	<b>E</b>		AI
Excellent written and verbal communication skills (which will be assessed at all stages of the process)	<b>E</b>		AI
To be a leader of learning, demonstrating, promoting and	<b>E</b>		AIR

encouraging outstanding classroom practice underpinned by consistent performance management practices			
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**[G] Professional Skills based on the National Standards for Headteachers**

The Headteacher is expected to have a working knowledge of the National Headteachers’ Standards (2020) and a willingness 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.

- School Culture
- Teaching
- Curriculum & Assessment
- Behaviour
- Additional & SEND
- Professional Development
- Organisational Management
- Continuous School Improvement
- Working in Partnership
- Governance & Accountability

The supporting statement for this application should detail the applicant’s current knowledge of the domains listed above.

**[H] Personal Qualities**

**All of the following are considered to be essential for the post and will be assessed throughout the process.**

- To develop and promote the school’s strong educational philosophy, vision and values.
- Inspire, challenge, motivate and empower teams and individuals to achieve high goals.
- Demonstrate personal enthusiasm, inspiration 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, supported by positive attendance
- Demonstrate an awareness of well being for all members of the school community

**[I] Confidential References and Reports**

A positive and supportive faith reference from a Catholic priest where the applicant regularly worships	<b>E</b>
Positive recommendation from all referees, including current employer	<b>E</b>
A supportive reference from the Local Authority, if possible, or a further supportive professional reference.	<b>E</b>

**[J] Application Form and Supporting Statement**

The CESEW application form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post, paying particular attention to the above.