

HEADTEACHER PERSON SPECIFICATION

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

Faith commitment

	Essential	Desirable	Source
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

Qualifications

	Essential	Desirable	Source
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

Professional development

	Essential	Desirable	Source
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

School leadership and management experience

	Essential	Desirable	Source
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 or assistant 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
Knowledge and understanding of safeguarding procedures	✓		A/I

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 in a primary school	✓		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 of 1200) and related to the specific post
