

Person Specification/Selection Criteria for a HT at a Roman Catholic School – Liverpool Diocese



All Saints Catholic High School Person Specification/Selection Criteria for the post of Headteacher

Selection criteria will be assessed throughout the process, including reports received after the offer of appointment is made.

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 Catholic Church and the diocesan Trust Deed. At all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post is therefore reserved for a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all aspects.

[A.1] Faith Commitment

	Essential	Desirable
Practising Catholic	E	
Involvement in a parish community		D

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

	Essential	Desirable
Leading worship	E	
Ways of developing religious education and worship	E	
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	
How relationships should be fostered and developed between the school, parish, its community and the diocese.	E	

[B] Qualifications

	Essential	Desirable
Qualified teacher status	E	
Degree or equivalent	E	
Has completed the Catholic Certificate in Religious Studies (CCRS) or the Catholic Teachers' Certificate (CTC) or has a commitment to do so.		D

[C] Professional Development

	Essential	Desirable
Has successfully undertaken child protection training	E	
Evidence of recent leadership and management professional development	E	
Has successfully undertaken appropriate training for the role of Designated Safeguarding Lead.		D

Has successfully undertaken the Secretary of State's (NCTL, CWDC or local authority) approved "safer recruitment" training or has a commitment to do so before taking up post.	E	
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[D] School leadership and management experience

	Essential	Desirable
Recent successful leadership as a headteacher.		D
Recent successful leadership as a deputy Headteacher or assistant Headteacher.	E	
To have a proven track record of leading and developing teams and individuals	E	
To have taken an active involvement in school self-evaluation and development planning	E	
To have an awareness of the financial management of a school.	E	
Knowledge and understanding of strategic financial planning and budgetary management in relation to their contribution to school improvement and pupil achievement	E	
To have had responsibility for policy development and implementation	E	
To have had experience of and ability to contribute to staff development across the primary range (e.g. coaching, mentoring, INSET for staff)	E	
To understand how to work effectively with a governing Board	E	

[E] Experience and knowledge of teaching

	Essential	Desirable
Experience of teaching in more than one school		D
Experience of teaching in a Catholic school		D
Significant teaching experience within the secondary phase	E	
Experience of providing professional challenge and support to others through the performance management process	E	
A current knowledge and understanding of all key stages represented in the school.	E	
To have experience of advising a governing Board or one of its committees.		D
To be able to use data, assessment and target setting effectively to raise standards/address weaknesses	E	
To be able to exemplify how the needs of all pupils have been met through high quality teaching	E	
To demonstrate in-depth knowledge and understanding of the current national and local educational landscape including the Ofsted and CSI frameworks	E	

[F] Professional Attributes

	Essential	Desirable
To be able to demonstrate an understanding of the needs of pupils at this school and its community and how these could be met	E	
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	E	
IT skills including a good working knowledge of Word, Excel, Outlook and other commonly used programmes.		D
Excellent written and oral communication skills (which will be assessed at all stages of the process)	E	
To be a leader of learning, demonstrating, promoting and encouraging outstanding classroom practice	E	
Show an outstanding commitment to sustained attendance at work	E	

[G] Professional Skills based on the National Standards for Headteachers

The Headteacher is expected to have a good knowledge of the National Standards of Excellence for Headteachers upon which the job description is based and be willing 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:

- Qualities and Knowledge
- Pupils and Staff
- Systems and Processes
- The Self-Improving School System

The supporting statement for this application should detail the applicant's current knowledge of the four domains listed above. There is no expectation that a prospective headteacher will have fully attained all these standards.

[H] Personal Qualities

All the following are essential for the post and will be assessed throughout the process.

The headteacher will be able to:

- Promote the school's strong educational philosophy and values.
- Demonstrate a deep understanding of the context of this school and the community it serves.
- Inspire, challenge, motivate and empower teams and individuals to achieve high goals.
- Communicate clearly and effectively both orally and in writing in English.
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people.
- Build and maintain quality relationships through effective interpersonal skills and communication.
- Demonstrate personal and professional integrity including modelling values and vision.
- Manage and resolve conflict.
- Prioritise, plan and organise work.
- Think analytically and creatively and demonstrate initiative in solving problems.
- Be aware of his or her own personal strengths and areas for development as well as those of others.
- Listen to, reflect on and respond to the views of others.
- Demonstrate a thorough understanding of safeguarding in schools.

[I] Confidential References and Reports

Positive and supportive references are required from

1. The Catholic priest where the applicant normally worships confirming the applicant is a practising Catholic;
2. The applicant's present school or current employer;
3. Another professional. Where the applicant is not currently employed working with children, this must be the most recent school or college employer. Local agreements may prescribe that the second professional reference is provided by a SIP or local authority adviser whenever possible.

The governors reserve the right in exceptional cases to seek additional references from other former employers where this seems appropriate.

Final confirmation of the appointment is subject to satisfactory reports on health and attendance which will be requested only after the offer of appointment has been made.

[J] Application Form and Supporting Statement

The CES application form must be fully completed and legible. The supporting statement should **not exceed two sides of A4** and should be clear, concise and related to the post and setting applied for, paying attention to Section G above.