

SSMM CATHOLIC PRIMARY SCHOOL



Diocese of Lancaster
Education Service
Euntes in mundum

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 Lancaster. 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.

Selection decisions will be based on the criteria below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met and the ability to fulfil the job description for the post.

Candidates failing to meet any of the essential criteria will automatically be excluded at any stage of the process.

The appointing panel will use a combination of assessment tools to determine each candidate's suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the application form, supporting statement, information gathered during the interview process and references.

[A] Faith Commitment

	Essential/ Desirable
Practising Catholic	E
Involvement in 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 school 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
Has a commitment to completing the Catholic Leadership Programme.	E

[B] Qualifications

	Essential/
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	Desirable
Qualified teacher status	E
Degree	D
CCRS/CTC or commitment to obtaining the certificate	E

[C] Professional Development

	Essential/ Desirable
Evidence of appropriate professional development for the role of headteacher	E
Evidence of recent leadership and management professional development	E
Has successfully undertaken appropriate Child Protection training.	E
Has successfully undertaken appropriate Designated Senior Leader training.	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/ within 12 months of taking up post.	E

[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
Be able to demonstrate successful/effective leadership in a school in similar circumstances/serving a similar community	D
To have taken an active involvement in school self-evaluation, school improvement and development planning	E
To have an awareness of the financial management of a primary school.	E
Knowledge and understanding of strategic financial planning and budgetary management in relation to their contribution to 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

[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
To have demonstrable knowledge and understanding of what excellent teaching looks like in all key stages of the primary phase	E
To be able to effectively use data, assessment and target setting to raise standards/address weaknesses as part of a drive for excellence	E
To be able to exemplify how the needs of all pupils have been met through high quality teaching	E
To be able to exemplify how all pupils have been challenged and supported to become independent, ambitious learners and achieve their full potential	E

[F] Professional Attributes

	Essential/ Desirable
To be able to demonstrate an understanding of the needs of all pupils at this School and how these could be met, giving them the qualities they need to flourish in society.	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
Excellent written and verbal 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 informed by educational research	E
Show a good commitment to sustaining regular attendance at work	E

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

The Headteacher is expected to have a working knowledge of the National Standards of Excellence for Headteachers (2015) 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.

- 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.

[H] Personal Qualities

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

- Be an exceptional communicator, engaging all key stakeholders
- Be an ambitious advocate for excellence
- Continue to promote the school's strong educational philosophy and values.
- Inspire, challenge, motivate and empower teams and individuals to aspire for excellence and achieve high goals.
- Demonstrate personal enthusiasm 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, with all stakeholders, including parents and the wider community
- Demonstrate personal and professional integrity including modelling values and vision
- Manage and resolve conflict
- Prioritise, plan and organize 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
- The ability to develop an effective staff team.

[I] Confidential References and Reports

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

[J] Application Form and Supporting Statement

The CESEW application form must be fully completed and legible. The supporting statement (of no more than 1,300 words) should be clear, concise and related to the specific post paying particular attention to Section G above.