“Nil Satis Optimum”

**PERSON SPECIFICATION - HEADTEACHER OF**

**ST FRANCIS OF ASSISI CATHOLIC COLLEGE**

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| **Category** | **Essential** | **Desirable** |
| **1. Faith Commitment** | * A practising and committed Catholic * Secure understanding of the distinctive nature of the Catholic school and Catholic education * Understanding of leadership role in spiritual development of students and staff * Understanding of the school’s role in the parish and wider community and in promoting community cohesion * Experience in leading acts of worship in Catholic schools | * Evidence of participation in faith life of the community |
| **2. Qualifications** | * Qualified teacher status | * Postgraduate level qualification * Catholic Certificate of Religious Studies or equivalent * NPQH award |
| **3. Experience** | * Experience as an effective deputy or assistant headteacher * Successful experience of leading one or more subject areas * Substantial, successful teaching experience | * Recent experience in a Catholic voluntary aided school or academy * Teaching experience in at least 2 of the 3 key stages: KS3, KS4 and post 16 * Curriculum leadership in one or more core subjects * Experience of teaching in more than one school |
| **4. Professional Development** | * Evidence of continuing professional development relating to school leadership and management, and curriculum/ teaching and learning * Experience of working with other schools/organisations /agencies in a collaborative way leading to continuous school improvement * Experience of adopting a coaching style to enable other staff to grow and develop | * Evidence of continuing professional development relating to Catholic ethos, mission and religious education * Experience of leading/co-ordinating professional development opportunities * Ability to identify own learning needs and to support others in identifying their learning needs |

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| **Category** | **Essential** | **Desirable** |
| **5. Strategic Leadership** | * Ability to articulate and share a vision of secondary education within the context of the mission of a Catholic school * Evidence of having successfully translated vision into reality at whole-school level * Ability to inspire and motivate staff, students, parents and governors to achieve the aims of Catholic education * Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement * Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these * Knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all students * Understanding of and commitment to promoting and safeguarding the welfare of students’ * Experience of working with a governing board to affect school improvement in a Catholic voluntary aided school or academy |  |
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| **6. Teaching and Learning** | * A secure understanding of the requirements of the National Curriculum * Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all students * A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning * Experience of effective monitoring and evaluation of teaching and learning * Secure knowledge of statutory requirements relating to the curriculum and assessment * Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to effective behaviour support and management | * A secure understanding of the requirements of the Curriculum Directory for Religious Education * Understanding of successful teaching and learning in religious education across the key stages |

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| **Category** | **Essential** | **Desirable** |
| **7. Leading and Managing Staff** | * Experience of working with a senior leadership team in a supportive and collaborative manner that results in school improvement * Experience of working in and leading staff teams * Ability to delegate work and support colleagues in undertaking responsibilities * Experience of performance management and supporting the continuing professional development of colleagues * Understanding of effective budget planning and resource deployment * Understanding of how financial and resource management enable a school to achieve its educational priorities | * Experience of working with governors to enable them to fulfil whole-school responsibilities * Successful involvement in staff recruitment, /induction, understanding needs of a Catholic school |
| **8. Accountability** | * Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, students, parents, ‘governors’, parishioners and clergy * The ability to alter course or timescales for change if external factors indicate it is the right thing to do. * Experience of effective whole-school self-evaluation and improvement strategies * Ability to provide clear information and advice to staff and ‘governors’ * Secure understanding of strategies for performance management | * Experience of presenting reports to ‘governors’ * Understanding the criteria for the evaluation of a Catholic school * Leading sessions to inform parents * Experience of offering challenge and support to improve performance |

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| **Category** | **Essential** | **Desirable** |
| **9. Skills, Qualities & Abilities** | * High quality teaching skills * Strong commitment to the mission of a Catholic school * Commitment to their own spiritual formation and that of students * High expectations of students’ learning and attainment * Strong commitment to school improvement and raising achievement for all * Ability to build and maintain good relationships * Ability to remain positive and enthusiastic when working under pressure * Ability to organise work, prioritise tasks, make decisions and manage time effectively * Empathy with children * Good communication skills * Good interpersonal skills * Stamina and resilience confidence |  |
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| **10. References** | * Positive and supportive faith reference from priest where applicant regularly worships | * Faith reference without reservation |
|  | * Positive recommendation in professional references | * Professional reference without reservation |
|  | * Satisfactory health and attendance record |  |