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| **Person Specification** |
| Headteacher |

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| **Essential Criteria** | **Criterion No.** | **Attribute** | **Stage Identified** |
| Faith Commitment | E1E2E3E4 | A practising Catholic (fulfilling the requirements of the Diocesan Briefing Note)Secure understanding of the distinctive nature of the Catholic school and Catholic educationUnderstanding of the leadership role in spiritual development of pupils and staffExperience of leading school worship | A/I/RA/I/RA/I/RA/I |
| Qualifications | E5E6E7 | Qualified teacher statusDegreeCCRS/CTC (or equivalent) or commitment to obtaining the certificate | A/CCA/CCA/CC/I |
| Professional Development | E8E9E10E11E12 | Evidence of appropriate professional development for the role of headteacherEvidence of professional development relating to Catholic ethos, mission and religious educationEvidence of recent leadership and management professional developmentEvidence of working with other schools/organisations/ agenciesEvidence of safeguarding training | AA/I/CCAA/I/CCA/I/CC |
| School Leadership and Management Experience | E13E14E15E16E17E18E19 E20 | Ability to articulate and share a vision for education within the context and mission of a Catholic schoolAbility to inspire and motivate staff, pupils, parents and the board to achieve the aims of Catholic educationTo have successful experience as an effective deputy headteacherTo have taken a key role in school self-evaluation and development planningAn understanding of the relationship between the headteacher, the board of directors and the local governing committee in a Catholic schoolExperience of working constructively with parentsExperience of monitoring staff performanceThorough knowledge and understanding of current educational issues | A/I/RA/I/RA/I/RA/I/RA/I/R A/I/RA/I/RA/I/R |
| Experience and Knowledge of Teaching | E21E22 | Secure understanding of the requirements of the Religious Education Curriculum Directory and the National CurriculumSecure knowledge of statutory requirements relating to the curriculum and assessment | A/IA/I |
| Professional Attributes | E23E24E25 | To have excellent written and oral communication skills (which will be assessed at all stages of the process)  Personal resilienceEvidence of partnership and collaborative working | A/IA/IA / I |
| Application Form and Supporting Statement | E26E27 | The form must be fully completed and legibleThe supporting statement should be clear, concise (within the required word count) and related to the specific post | AA |

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| **Desirable Criteria** | **Criterion No.** | **Attribute** | **Stage Identified** |
| Faith Commitment | D1 | Involvement in parish community | A/I |
| Qualifications | D2D3D4D5D6 | Recent experience in a Catholic schoolPostgraduate level qualificationNational Professional Qualification for Headship (NPQH)Successive completion of diocesan leadership programmeUnderstanding of budget planning, staff deployment and effective use of resources | A/IA/CCA/CCA/CCA/I |

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| **KEY – STAGE IDENTIFIED** |
| A | Application Form |
| I | Interview |
| R | References |
| CC | Checking Certificates |

