

## Person Specification

Head of School – St Vincent's Catholic Primary School

Essential Criteria	Criterion No.	Attribute	Stage Identified
Faith Commitment	E1	A practising Catholic (fulfilling the requirements of the Diocesan Briefing Note)	A/I/R
	E2	Secure understanding of the distinctive nature of the Catholic school and Catholic education	A/I/R
	E3	Understanding of the leadership role in spiritual development of pupils and staff	A/I/R
	E4	Experience of leading school worship	A/I
Qualifications	E5	Qualified teacher status	A/CC
	E6	Degree	A/CC
	E7	CCRS/CTC (or equivalent) or commitment to obtaining the certificate	A/CC/I
Professional Development	E8	Evidence of appropriate professional development for the role of senior leader	A
	E9	Evidence of recent leadership and management professional development	A/I/CC
	E10	Evidence of appropriate safeguarding training	A
School Leadership and Management Experience	E11	Ability to articulate and share a vision for education within the context and mission of a Catholic school	A/I/R
	E12	Ability to inspire and motivate staff, pupils, parents and the board to achieve the aims of Catholic education	A/I/R
	E13	To have substantial and current experience as a middle leader	A/I/R
	E14	To have had active and effective leadership of a team/key stage/curriculum area/department	A/I/R
	E15	To have taken an active involvement in school self-evaluation and development planning	A/I/R



	E16	To have implemented and developed a whole school initiative	A/I/R
	E17	To have had responsibility for policy development and implementation	A/I/R
	E18	To have had experience of and ability to contribute to staff development (e.g. coaching, mentoring, INSET for staff)	A/I/R
	E19	Experience of working constructively with parents	A/I/R
Experience and Knowledge of Teaching	E20	Significant teaching experience	A/I/R
	E21	To have a knowledge and understanding of all key stages in the school	A/I
	E22	To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	A/I
Professional Attributes	E23	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	E24	The form must be fully completed and legible	A
	E25	The supporting statement should be clear, concise (within the required word count) and related to the specific post	A

Desirable Criteria	Criterion No.	Attribute	Stage Identified
Faith Commitment	D1	Involvement in parish community	A/I
Qualifications	D2	Recent experience in a Catholic school	A/I
	D3	Postgraduate level qualification	A/CC
	D4	Relevant NPQ	A/I/CC
	D5	Successful completion of Diocesan leadership programme	A/CC



Professional Development	D6	Evidence of working with other schools/ organisations /agencies	A/I/R
	D7	Evidence of appropriate safeguarding training at senior leadership level	A/I/CC
School Leadership and Management Experience	D8	To have experience as an effective deputy headteacher or assistant headteacher	A/I/R
	D9	Experience of monitoring staff performance	A/I/R
	D10	Knowledge and understanding of current educational issues	A/I/R
Experience and Knowledge of Teaching		Experience of teaching in more than one school Secure understanding of the requirements of the Religious Education Curriculum Directory and the National Curriculum	A/I A/I

Key – Stage Identified	
A	Application Form
I	Interview
R	References
CC	Checking Certificates

