

St. Mark's Catholic Primary School
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 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	Source
Practising Catholic	E		A, R
Involvement in parish community		D	A, R

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

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

[B] Qualifications

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

[C] Professional Development

	Essential	Desirable	Source
Evidence of appropriate professional development for the role of headteacher e.g. NPQH	E		A
Evidence of recent leadership and management professional development	E		A
Has successfully undertaken appropriate safeguarding training.	E		A
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.		D	A

[D] School leadership and management experience

	Essential	Desirable	Source
Recent successful leadership as a headteacher.		D	A, I
Recent successful leadership as a deputy Headteacher or assistant Headteacher.	E		A, I
To have taken an active involvement in school self-evaluation and development planning	E		A, I
Knowledge and understanding of strategic financial planning and budgetary management in relation to their contribution to school improvement and pupil achievement		D	A, I
To have had responsibility for policy development and implementation	E		A, I
To have had experience of and ability to contribute to staff development across the primary range (e.g. coaching, mentoring, INSET for staff)	E		A, I

[E] Experience and knowledge of teaching

	Essential	Desirable	Source
Experience of teaching in more than one school		D	A
Experience of teaching in a Catholic school	E		A
Experience of teaching in a school in similar circumstances or serving a similar community.		D	A
Significant teaching experience within a primary school		D	A
Experience of providing professional challenge and support to others through the performance management process		D	A, I
To have a current knowledge and understanding of EYFS and two key stages in the primary phase	E		A, I
To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	E		A, I
To demonstrate an expert knowledge of quality learning and teaching in the classroom	E		A, I
To be able to work effectively with the governing body	E		A, I

[F] Professional Attributes

	Essential	Desirable	Source
To be able to demonstrate an understanding of the needs of pupils at this School and how these could be met	E		A, I
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		A, I
Excellent written and verbal communication skills (which will be assessed at all stages of the process)	E		A, I
To lead learning in an innovative and creative way that has a positive impact upon all the children in the school	E		A, I

[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 (2020) 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:

- School Culture
- Teaching
- Curriculum and Assessment
- Behaviour
- Additional and Special Educational Needs and Disabilities
- Professional Development
- Organisational Management
- Continuous School Improvement
- Working in Partnership
- Governance and Accountability

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

(H) Ethics and Professional Conduct

All the following are essential for the post and will be assessed throughout the process. Headteachers are expected to demonstrate consistently high standards of principled and professional conduct. They are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them. Headteachers uphold and demonstrate the [Seven Principles of Public Life](#) at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership

Headteachers uphold public trust in school leadership and maintain high standards of ethics and behaviour. Both within and outside school, headteachers:

- build relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to their professional position
- show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain
- uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law

As leaders of their school community and profession, headteachers:

- serve in the best interests of the school's pupils
- conduct themselves in a manner compatible with their influential position in society by behaving ethically, fulfilling their professional responsibilities and modelling the behaviour of a good citizen
- uphold their obligation to give account and accept responsibility
- know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities
- take responsibility for their own continued professional development, engaging critically with educational research
- make a positive contribution to the wider education system

[I] Confidential References and Reports

Positive and supportive references are required from

1. The applicant's present school or current employer.
2. 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.
3. The Catholic priest where the applicant normally worships confirming the applicant is a practising Catholic.

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 most up to date CESEW application form provided by the school and must be fully completed and legible. The supporting statement should be **no more than 3 A4 sides (font size 12 minimum)** and should be clear, concise and related to the post and setting applied for, paying attention to Section G above.