DIOCESE OF SHREWSBURY

St Mary's
Catholic Primary School and Nursery

Person Specification/Selection Criteria

Headteacher at St Mary's Catholic School & Nursery

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 teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Shrewsbury. 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 practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

St Mary's Catholic Primary School & Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The applicant will be required to safeguard and promote the welfare of children and young people.

Source Key: A = Application Form, I = Interview, R = References, CC = Checking Certificates

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

[A] Faith Commitment

		Essential	Desirable	Source
1.	Practising Catholic	**E**		A/I/R
2.	Involvement in parish community		**D**	A/I/R

To be able to demonstrate their knowledge and understanding of the following in the context of a Catholic school.

		Essential	Desirable	Source
3.	Leading school worship	**E**		A/I
4.	Ways of developing religious education and worship	**E**		A/I
5.	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
6.	How relationships should be fostered and developed between the school, parish and its community and Diocese of Shrewsbury	**E**		A/I
7.	Has completed the Catholic Leadership Programme or other approved Catholic leadership training, or has a commitment to do so		**D**	A/I/CC

[B] Qualifications

		Essential	Desirable	Source
8.	Qualified teacher status	**E**		A/CC
9.	Degree	**E**		A/CC
10.	CCRS/CTC or a commitment to obtain the certificate		D	A/CC/I

[C] Professional Development

		Essential	Desirable	Source
11.	Evidence of appropriate professional development for the role of headteacher	**E**		A
12.	Evidence of recent leadership and management professional development	**E**		A
13.	Up to date safeguarding training and knowledge of legislation for the protection of young people	**E**		A/I/CC
14.	Has successfully undertaken or has a commitment to complete Designated Safeguarding Lead training		**D**	A/I/CC
15.	Has successfully completed approved Safer Recruitment Training or has a commitment to do so within 12 months	**E**		A/I/CC

[D] School leadership and management experience

		Essential	Desirable	Source
16.	Recent successful leadership as a headteacher		**D**	A/I/R
17.	Recent successful leadership as a deputy headteacher or assistant headteacher	**E**		A/I/R
18.	Evidence of successfully leading school improvement	**E**		A/I/R
19.	Evidence of the application of strategies to review, implement, evaluate and improve learning and teaching	**E**		A/I/R
20.	Experience of curriculum leadership and development	**E**		A/I/R
21.	Experience of working constructively with parents	**E**		
22.	Experience of monitoring staff performance	**E**		A/I/R
23.	Experience of effective budget management and financial analysis		**D**	A/I/R
24.	The ability to provide advice and support to the Governing Body to enable it to meet its responsibilities	**E**		A/I/R
25.	An understanding of strategic financial planning in relation to its contribution to school improvement, curriculum development and pupil achievement	**E**		A/I/R
26.	To have experience of guiding, coaching, mentoring or training individuals or teams	**E**		A/I/R
27.	Is able to demonstrate a good awareness of current national education policy and strategy	**E**		A/I/R

[E] Experience and knowledge of teaching

		Essential	Desirable	Source
28.	Experience of teaching in a Catholic school	**E**		A
29.	Successful teaching of pupils/students in the primary	**E**		A/I/R
30.	Experience of teaching in more than one school		**D**	A/I/R
31.	To have a working and current knowledge and understanding of the Key Stages in the primary phase	**E**		A/I/R
32.	Displays commitment to the protection and safeguarding of children and young people, showing an awareness of legislation and working with other agencies where appropriate	**E**		A/I/R
33.	Experience of providing professional challenge and support to others through the performance management process	**E**		A/I/R
34.	To be able to effectively use data and assessment to raise standards/address weaknesses	**E**		A/I/R
35.	To be able to exemplify how the needs of all pupils have been met through high quality teaching	**E**		A/I/R

[F] Professional Attributes

		Essential	Desirable	Source
36.	Be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at the school and how these could be met	**E**		A/I/R
37.	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/R
38.	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	**E**		A/I
39.	To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	**E**		A/I/R
40.	Show a good commitment to sustained attendance at work	**E**		A/I/R

[G] Professional Skills

(Based on the National Standards for Headteachers 2020)

The headteacher is expected to have a good knowledge of the National Standards 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:

- Culture and Ethos
- Curriculum and Teaching
- Organisational effectiveness including Governance and Accountability

Candidates are therefore asked to structure their supporting statement under the above headings

[H] Personal Qualities

All of the following are considered essential for the post and will be assessed <u>through interview and reference</u>:

- Continue to promote the school's strong educational philosophy and values
- Inspire, challenge, motivate and empower teams and individuals to 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
- Demonstrate personal and professional integrity, including modelling values and vision
- Manage and resolve conflict
- Prioritise, plan and organise 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
- Uphold the 7 Nolan principles of public life

[I] Confidential References and Reports

A positive and supportive faith reference from a 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**

The governors reserve the right in exceptional cases to seek additional references from other former employees where this seems appropriate.

The governors reserve the right to withdraw the offer of an interview should a positive and supportive faith reference not be received.

[J] Important advice regarding faith references

As you are aware the person specification for the post to which you are making an application states that you are asked to provide a faith reference from a priest where you regularly worship.

The Governing Body will be seeking to appoint a practising Catholic who joins in the parish celebration of the Sunday Eucharist and receives the sacraments regularly.

At a time when priests are increasingly assuming responsibility for larger pastoral areas it is becoming increasingly common for priests not to know parishioners as well as they might have in the past. In the light of this we offer the following advice when seeking faith references.

1. Speak to the priest before completing your application and ask if he agrees to your including him as a referee.
2. Provide him with an outline of:

    - your involvement in parish life e.g., Eucharistic minister, reader, etc (it may be that currently you are not heavily involved in parish life due to other commitments)

- your present post – school, areas of responsibility
- the post to which you are applying – name of school, post, etc

By following the above advice you are able to prepare the priest for the reference request and so ensure it will be completed as fully as possible.

[K] Application Form and Supporting Statement

The form must be fully completed. The supporting statement should be clear, concise and related to the specific post, ***following the guidance outlined in section G above.***

The CESEW Leadership Application Form must be fully completed. The supporting statement should not exceed 1300 words in length, be clear, concise and related to the post and setting applied for.