

## Appointment Of Headteacher/Deputy Headteacher

### A Framework For The Development Of Person Specification/Selection Criteria In A Catholic School

**Note:** Candidates Failing To Meet Any Of The Essential Criteria Will Automatically Be Excluded.

#### [A] Training and Qualifications

	Essential or Desirable
Practising Catholic	E
Qualified teacher status	E
Degree or equivalent	
Meets the requirements re. the National Professional Qualification for Headship ( <i>only for first headship appointment – see Annex 5</i> )	E
CCRS/CTC or commitment to obtain the certificate	E
Professional Development	
Training in preparation for headship / deputy headship	
Other training/qualifications relevant to the post	

#### [B] Experience of Teaching and Educational Management

	Essential or Desirable
Add details e.g. size, type of school	
Headship	
Deputy headship/assistant head (Consider relevant experience)	
Other management experience (Add contribution to management of the school: e.g. subject leader, head of department, head of year, key stage leader, SENCo or experience as a consultant or teacher adviser. Consider relevant experience)	

**[C] Professional Knowledge and Understanding***(Compiled with reference to the National Standards for headteachers)***Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to the phase and to Catholic education:**

	Essential or Desirable
The distinctive nature of a Catholic school	
The leadership and management of others within the context and beliefs of Christian values	
The leadership role of the spiritual development of pupils	
The leadership role of the spiritual development of staff	
Creating and securing commitment to a clear vision for an effective Catholic school	
The central role of curriculum Religious Education	
Current educational issues, including national policies, priorities and legislation	
The process of strategic planning	
Strategies for leading and managing school improvement	
The principles and practice of effective school self-evaluation including data analysis	
The principles of effective teaching and assessment	
Effective learning and teaching strategies	
The management of staff	
Financial planning and budgetary management	
Strategies to promote and sustain individual/team development	
The role of the governing body in Catholic Voluntary Aided schools.	
Strategies for strengthening a school's links with the wider community including parents, carers and parish	
Leading collective worship relevant to the phase.	
Other	

**[D] Personal and Professional Skills, Qualities and Attributes**

**Applicants should be able to provide evidence that they have the necessary qualities and attributes required by the post. These qualities may be demonstrated in a letter of application, however, it is more likely that they will be more fully assessed during the interview process and from the references. Within the context of a Catholic school applicants should be able to:**

	Essential or Desirable
Build and maintain effective relationships	
Think strategically to create a coherent school vision	
Inspire, challenge, motivate and empower others to carry the vision forward	
Demonstrate personal enthusiasm and commitment to the leadership process	
Foster an open, fair and equitable culture	
Manage conflict	
Prioritise, plan and organise themselves and others	
Think creatively to anticipate and solve problems	
Listen to and reflect on feedback	
Develop effective teamwork	
Demonstrate an ability to communicate to a range of audiences and in a range of media.	

**[E] Application Form and Letter**

*The appropriate application form should be **fully completed** and legible. The letter should be clear, concise and related to the specific post.*

**[F] Confidential References and Reports**

*Up to three referees should be nominated.*

*Only written references and reports should be provided and these should include a strong level of support for relevant professional and personal knowledge, skills and abilities referred to above. They should also provide:*

Essential

A positive and supportive faith reference from a priest where the applicant regularly worships.	E
A positive recommendation from current employer (for deputy headship, Chair of governors or headteacher. For headship Chair of governors)	E
A supportive reference from LA (where provided)	E
A satisfactory health and attendance record	E

*If written references are not received for the successful candidate it is recommended that no appointment is made until satisfactory references are received.*

## **NORTH WEST DIOCESAN STATEMENT ON EQUAL OPPORTUNITIES IN EMPLOYMENT**

The principle of equal opportunity for all is consistent with social justice and with the Christian ideal of recognising the dignity and worth of all who work or wish to work in our schools. The governing body is therefore committed to employment procedures which comply with civil law and do not discriminate on grounds of age, gender, race, colour, nationality, religion, sexual orientation, ethnic origin or disability.

We recognise and value the current and future contribution to our school of staff who while not sharing our Catholic faith make a strong and sincere commitment to the school's Christian values and Mission Statement.

Some teaching posts include specific responsibility for providing leadership and direction in the religious life and Catholic identity of the school. In other appointments, where two or more candidates for teaching posts are equally strong in the context of the criteria for appointment, preference may be given to a candidate who is Catholic.

In addition, the governing body recognises that the school and our Catholic teachers are called to be witnesses to Christ's teachings. We therefore reserve the right as employers to take into consideration any personal behaviour or circumstances which are outside the recognised norms of the Church and which are genuinely within an individual's control. In doing so, we will seek always to give witness to the Christian pastoral principles of love, respect and reconciliation.