



**All Saints Catholic Primary School  
Person Specification/Selection Criteria for 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 Trust Deed of the Archdiocese of Liverpool. 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 aspects.*

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

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

**[A] Faith Commitment**

	Essential	Desirable	Source
Practising Catholic	E		A/I/R

**[B] Qualifications**

	Essential	Desirable	Source
Qualified teacher status	E		A/C
Degree	E		A/C
CCRS/CTC or commitment to obtaining the certificate	E		A/I/C

**[C] Professional Development**

	Essential	Desirable	Source
Evidence of regular, recent and appropriate professional development for the role of headteacher	E		A/I/R
Has successfully undertaken the Secretary of State's (NCSL, CWDC or local authority) approved "safer recruitment" training or has a commitment to do so before taking up post	E		A/I/R
Has successfully undertaken appropriate Child Protection training/Designated Senior Person training	E		A/I/R

**[D] School leadership and management experience**

	Essential	Desirable	Source
Successful leadership as a Headteacher	E		A/I/R
Ability to demonstrate successful/effective leadership in a school in a similar community		D	A/I/R
Ability to work effectively with the Governing Body to continually move the school forward	E		I/R

To led school self-evaluation and development planning	E		A/I/R
To have implemented and developed whole school initiatives	E		A/I/R
Fully conversant in financial management of a primary school	E		A/I/R
Knowledge and understanding of strategic financial planning and budgetary management in relation to their contribution to school improvement and pupil achievement	E		A/I/R
To have had responsibility for policy development and implementation	E		A/I/R
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/R
Experience of managing a SEN resource base		D	A/I/R
Experience of managing a Children's Centre		D	A/I/R

### **[E] Experience and knowledge of teaching**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Experience of teaching in more than one school		D	A/R
Experience of teaching in a Catholic school	E		A/R
To have significant teaching experience in at least 2 Key stages within the primary phase		D	A/I/R
To have a current knowledge and understanding of all 3 Key Stages in the primary phase	E		I/R
To be able to use data, assessment and target setting effectively, to raise standards	E		I/R
To be able to exemplify how the needs of all pupils, including pupils with SEND, can be met through high quality teaching	E		I/R

### **[F] Professional Attributes**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
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		I/R
Excellent written and verbal communication skills, including the use of IT (which will be assessed at all stages of the process)	E		A/I/R
To be able to synthesise a range of complex information and present in a suitable media to a range of audiences	E		I/R
To be a leader of learning, demonstrating, promoting and encouraging outstanding classroom practice	E		I/R
To have a working knowledge of curriculum development throughout the Primary phase	E		A/I/R
Demonstrate an awareness for the needs of pupils at All Saints and how these needs can be met	E		A/R/I

### **[G] Personal Qualities**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Commitment to promote our strong educational philosophy and values	E		A/I
Inspire, challenge, motivate and empower teams and individuals to achieve high goals	E		A/I/R

Be a positive role model at all times, a highly effective and respected representative of All Saints Catholic Primary School	E		I/R
Demonstrate a capacity to be a strong and visible presence in all areas of school	E		I/R
Be approachable, person-centred	E		I/R
Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people	E		A/I/R
Build and maintain quality relationships through interpersonal skills and effective communication	E		I/R
Demonstrate personal and professional integrity including modelling values and vision	E		I/R
Inspire trust and confidence across the school and community	E		I/R
Effectively manage and resolve conflict	E		A/I/R
Prioritise, plan and organise themselves and others	E		I/R
Think analytically and creatively and demonstrate initiative in solving problems	E		I/R
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon, as appropriate, feedback from others	E		A/I
Demonstrate resilience and optimism	E		A/I/R
Able to empathise with others appropriately	E		I/R
Demonstrate passion and commitment	E		A/I/R
Demonstrate resilience and optimism	E		I/R

### [H] 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

### [I] Application Form and Supporting Statement

The form must be fully completed and legible. The supporting statement, which forms part of the CES form, should be clear, concise and related to the specific post.

### Sources

Application form (A); interview (I); references (R); certificates (C)