



## Diocese of Brentwood

### PERSON SPECIFICATION Appointment of Headteacher St Mary's Catholic Primary School, Chingford

*Love God, Love Others, Love Ourselves*

	Essential	Desirable
<b>Faith Commitment</b>		
1. A practising and committed Catholic in good standing with the Church.	R	Evidence of participation in parish or Catholic community life.
2. Evidence of a secure understanding of the distinctive nature of a Catholic primary school.	A I	
3. Understanding and experience of a senior leader's role as pastor.	A I	
4. Understanding of the school's role in the Catholic and wider community and experience of promoting this.	A I	
5. Evidence of demonstrating care, compassion and reconciliation in a leadership role in a primary school.	A	
6. Recent experience of leading acts of worship in the Catholic school.	I	
<b>Qualifications and Training</b>		
1. Degree + QTS.	A D	
2. Evidence of continuing professional development in preparation for HT post.	A	NPQH
3. Certificate in Religious Studies (CCRS).	D	
4. Willingness to undertake CCRS within 2 years of appointment.	A	
<b>Experience</b>		
1. A record of substantial, successful teaching experience, including teaching more than 1 Key Stage in the primary age range.	A R I	Experience in a variety of schools.
2. Experience as a successful Headteacher, Head of School, Deputy or Assistant Headteacher.	A R I	
3. Experience of effecting change in teaching, learning or curriculum either at phase or whole school level.	A R I	
4. Experience of leadership role within a primary school.	A R I	
5. Experience of managing a school budget in challenging financial circumstances		
<b>Professional Knowledge and Understanding</b>		

1.	Understanding the expectations in the Ofsted Framework about what makes an effective school and experience of preparing for and dealing with Ofsted inspections at a leadership level	A I	Understanding of the expectations of CSI denominational Inspection.
2.	Experience of school planning, evaluation, assessment and accountability.	A R I	The ability to role model excellent teaching.
3.	Experience of analysing data, developing strategic plans, setting and monitoring targets and achieving desired outcomes.	A I	
4.	A thorough knowledge and understanding of current educational issues.	A I	
5.	Experience of developing policies and procedures that demonstrate the Catholic ethos of the school and a commitment to equal opportunities for all.	A I R	
<b>Promoting the Welfare of Children</b>			
1.	Experience of leadership relating to Safeguarding and well-being of staff and pupils, including making referrals and working with outside agencies in relation to safeguarding issues. A good understanding of up to date policy and practice and commitment to promoting safeguarding	I	
<b>Professional Skills and Abilities</b>			
1.	Experience of working effectively with the Headteacher, staff, governors and parents.	R I	
2.	Experience of communicate effectively in writing and orally to a range of audiences including pupils, parents, staff, governors, clergy, fellow professionals and the media.	A I	
3.	Experience of dealing appropriately with challenging situations/individuals		
4.	Experience of producing clear reports, information and advice to staff and governors and providing clear information to the Diocese and the CES when required.	I R	Understanding the criteria for evaluating a Catholic school.
<b>Personal Qualities</b>			
1.	Experience of leading by example in a leadership role, demonstrating good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships.	R I	
2.	Stamina, energy, resilience and dedication; creativity, confidence, a can do attitude	R I	
3.	Optimistic outlook.	R	
4.	Experience of devising and using innovative ideas/solutions to address challenging scenarios.		
5.	Commitment to own work/life balance as well as that of others.		
<b>Other</b>			

1. Experience of supporting the Catholic ethos of our Catholic School, including the spiritual development of the pupils and the school's role within the community.	A I R	
2. Evidence of a strong commitment to Catholic education.	A I R	

A – Application form D – Documents I – Interview R – References
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**References**

- Positive and supportive reference from the Priest where the applicant regularly worships; in good standing with the Church; reference without reservation.
- Positive recommendations in professional references, without reservation.