

## PERSON SPECIFICATION/SELECTION CRITERIA FOR HEADTEACHER IN ST PHILIP'S COFE AIDED PRIMARY SCHOOL

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

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

### [A] Faith Commitment

	Essential	Desirable	Source
A practising and worshipping member of a church affiliated to Churches Together in Britain and Ireland (This requires evidence of current church involvement and a clear indication of the applicant's beliefs in relation to a Church school).		E	A/I/R
Fully committed to the school's Christian values and developing continued links between the parish church and school	E		A/I/R

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

	Essential	Desirable	Source
Has an understanding of the importance of collective worship and RE in a church school and articulate a clear Christian vision	E		A/I
A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Christian ethos of the school.	E		A/I
How relationships should be fostered and developed between the school, local Church and its community and Diocese of Liverpool		D	A/I

### [B] Qualifications & Professional Development

	Essential	Desirable	Source
Qualified teacher status	E		A
Honours Degree	E		A
Evidence of appropriate professional development for the role of headteacher	E		A/I/R
NPQH or CEPQH or commitment to complete (or equivalent)		D	A
Has recently undertaken appropriate Child Protection training/ Designated Senior Person training		D	A/I

### [D] Experience

	Essential	Desirable	Source
Recent successful leadership as a Headteacher.		D	A/I/R

	Essential	Desirable	Source
Recent successful leadership as a deputy Headteacher or assistant Headteacher or equivalent	E		A/I/R
Substantial and successful experience in a senior leadership role including curriculum development, monitoring and assessment	E		A/I/R
Experience of school self-evaluation, effective monitoring and inspection.	E		A/I/R
Experience of working effectively and in partnership with Governors, parents and the wider community		D	A/I/R
Knowledge and understanding of strategic financial planning and budgetary management in relation to their contribution to school development and pupil achievement.		D	A/I/R
Experience of successful implementation of strategies to continually improve teaching and learning.	E		A/I/R
Experience of responsibility for policy development and implementation		D	A/I/R
Experience of and ability to lead staff development across the primary range. (E.g. coaching, mentoring, INSET for staff).	E		A/I/R
Experience of teaching in more than one school		D	A/I/R
Significant teaching experience within the primary phase (e.g. taught 2 key stages)		D	A/I/R

#### [E] Knowledge

	Essential	Desirable	Source
Good knowledge and understanding of what constitutes an effective school and have the necessary skills of leadership and management to help maintain or further improve such a school	E		A/I/R
Knowledge and understanding of all 3 Key Stages in the primary phase	E		A/I/R
Knowledge of the statutory requirements and other relevant legislation relating to school leadership and management		D	A/I/R
Knowledge of ways to build, communicate and implement a shared vision	E		A/I/R
Knowledge of how to meet the needs of all pupils (including SEN) through high quality provision/teaching.	E		A/I/R
Knowledge of new technologies, their use and impact including social media		D	A/I/R
Knowledge of the work of other agencies and opportunities for collaboration		D	A/I/R

#### [F] Skills & Abilities

	Essential	Desirable	Source
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Ability to have a vision of the overall aims and direction of a successful school and be able to communicate these in order to inspire and motivate others	E		A/I/R
Ability to manage and monitor budgets and deploy human resources.		D	A/I/R
Ability to access and analyse relevant data and to use this information to set priorities and determine school action	E		A/I/R
Ability to lead with optimism, continually building and developing positive relationships	E		A/I/R
The ability to relate positively to all stakeholders and inspire high quality teaching, learning and behaviour	E		A/I/R

### **[G] Leading Learning and Teaching**

	Essential	Desirable	Source
A strong understanding of what contributes to successful learning and the ability to promote the most effective teaching strategies to bring this about	E		A/I/R
Ability to acknowledge teaching excellence and challenge any underperformance across the school to improve the quality of learning	E		A/I/R
Ability to motivate others to engage pupils to maximise learning opportunities and outcomes, ensuring equal opportunities for all	E		A/I/R
Ability to secure excellent pastoral care, behaviour and good attendance for the whole school community	E		A/I/R
Evidence of developing and implementing strategies for school improvement, including data analysis, target setting and strategies for improving the quality of teaching and learning for all pupils	E		A/I/R

### **[H] Leadership, Collaboration, & Managing the Organisation**

	Essential	Desirable	Source
Ability to deal sensitively with people with very different and demanding expectations, demonstrating an ability to avert and resolve conflict	E		A/I/R
A highly visible presence and good role model who inspires confidence and trust, empowering and motivating all stakeholders	E		A/I/R
Plan, organise and exercise sound judgement and communicate and delegate effectively	E		A/I/R
Commitment to support the school participation in community activities		D	A/I/R

### **[I] Securing Accountability, Safeguarding**

	Essential	Desirable	Source
Committed to working with the Governing Body, LA and Diocese to enable it to meet its statutory responsibilities	E		A/I/R
Able to present an accurate and understandable account of the school's performance to stakeholders	E		A/I/R
Commitment to safeguarding and promoting the welfare of children	E		A/I/R
Ability to maintain and develop a 'culture of vigilance' with regard to safeguarding and child protection	E		A/I/R

#### **[J] Personal Qualities**

	Essential	Desirable	Source
Ability to prioritise and manage time appropriately, being able to work under pressure and in changing circumstances	E		A/I/R
Is self-motivating and achieves challenging professional goals.		D	A/I/R
Demonstrates enthusiasm for, and commitment to, the role; along with reliability, integrity and a passion for education.	E		A/I/R

#### **[K] Confidential References**

	Essential	Desirable	Source
Positive and supportive faith reference from the priest/minister where the applicant regularly worships.	E		R
Candidates who do not use their Parish priest/minister must give an explanation in the letter of application			
Positive recommendation from all referees, including current employer	E		R

#### **[L] Application Form and Supporting Statement**

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