

# Person Specification – Executive Headteacher

## Executive Headteacher

Essential Criteria	Criterion No.	Attribute	Stage Identified
FAITH COMMITMENT	E1	A practising Catholic (fulfilling the requirements of the Diocesan Briefing Note)	A/I/R
	E2	Secure understanding of the distinctive nature of the Catholic school and Catholic education	A/I/R
	E3	Understanding of the leadership role in spiritual development of pupils and staff	A/I/R
	E4	Experience of leading school worship	A/I
QUALIFICATIONS	E5	Qualified teacher status	A/CC
	E6	Degree	A/CC
	E7	CCRS/CTC (or equivalent) or commitment to obtaining the certificate	A/CC/I
PROFESSIONAL DEVELOPMENT	E8	Evidence of appropriate professional development for the role of executive headteacher	A
	E9	Evidence of professional development relating to Catholic ethos, mission and religious education	A/I/CC
	E10	Evidence of recent leadership and management professional development	A
	E11	Evidence of working with other schools/organisations/agencies	A/I/CC
	E12	Evidence of appropriate safeguarding training at senior leadership level	A/I/CC
SCHOOL LEADERSHIP AND MANAGEMENT EXPERIENCE	E13	Ability to articulate and share a vision for education within the context and mission of a Catholic school	A/I/R
	E14	Ability to inspire and motivate staff, pupils, parents and the board to achieve the aims of Catholic education	A/I/R
	E15	To have successful experience as an effective deputy headteacher	A/I/R
	E16	To have taken a key role in school self-evaluation and development planning	A/I/R
	E17	An understanding of the relationship between the headteacher and the board in a Catholic school	A/I/R
	E18	Experience of working constructively with parents	A/I/R
	E19	Experience of monitoring staff performance	A/I/R
	E20	Thorough knowledge and understanding of current educational issues	A/I/R

EXPERIENCE AND KNOWLEDGE OF TEACHING	E21	Secure understanding of the requirements of the Religious Education Curriculum Directory and the National Curriculum	A/I
	E22	Secure knowledge of statutory requirements relating to the curriculum and assessment	A/I
PROFESSIONAL ATTRIBUTES	E23	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	A/I
APPLICATION FORM AND SUPPORTING STATEMENT	E24	The form must be fully completed and legible	A
	E25	The supporting statement should be clear, concise (within the required word count) and related to the specific post	A

Desirable Criteria	Criterion No.	Attribute	Stage Identified
FAITH COMMITMENT	D1	Involvement in parish community	A/I
QUALIFICATIONS	D2	Postgraduate level qualification	A/I/R
	D3	National Professional Qualification for Headship (NPQH)	A/I
	D4	Successful completion of Diocesan leadership programme	A/CC
SCHOOL LEADERSHIP AND MANAGEMENT EXPERIENCE	D5	To have successful experience as an effective headteacher	A/CC
	D6	Recent experience in a Catholic school	A/CC
	D7	Understanding of budget planning, staff deployment and effective use of resources	A/I

KEY – STAGE IDENTIFIED	
A	Application Form
I	Interview
R	References
CC	Checking Certificates



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 ————— DEPARTMENT FOR EDUCATION —————