

APPOINTMENT OF HEADTEACHER OF DE LA SALLE PRIMARY SCHOOL

PERSON SPECIFICATION/SELECTION CRITERIA

**[A] THE PERSON APPOINTED WILL BE A PRACTISING CATHOLIC
THE PERSON APPOINTED WILL HAVE QUALIFIED TEACHER STATUS**

[B] TRAINING AND QUALIFICATIONS

	Essential	Desirable	A	I
Catholic Certificate of Religious Studies		•	A	
Degree	•		A	
Higher degree		•	A	
NPQH award or accepted on the programme if first headship	•		A	
Recent participation in relevant professional development	•		A	
Substantial primary teaching experience	•		A	
Recent experience at management level in a Catholic primary school.		•	A	
Recent experience at management level in an Independent school		•	A	
Leadership and management experience at Headteacher level		•	A	
Leadership and management experience at Deputy Headteacher level	•		A	

* A: Application I: Interview

[C] PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

Applicants should be able to demonstrate a good knowledge and understanding of the following areas

	Essential	Desirable	A	I
An overall philosophy for Catholic Education	•		A	I
Pupils' educational, pastoral and social development	•		A	I
School leadership and management	•		A	I
The distinctive nature of the Catholic school	•		A	I
The central role of curriculum R.E. within the school	•		A	I
Leadership role in spiritual development of pupils and staff	•		A	I
Experience in leading collective acts of worship	•		A	I
School improvement strategies	•		A	I
Role of the Governing Body in Catholic Independent School		•		I

[D] LEADERSHIP AND MANAGEMENT

Applicants should be able to demonstrate from their experience the ability to:

	Essential	Desirable	A	I
Lead and manage others within the context and beliefs of Christian values	•		A	I
Create and secure commitment to a clear vision for an effective Catholic school	•		A	I
Initiate and manage change and improvement in pursuit of strategic objectives	•		A	I
Direct and co-ordinate the work of others	•		A	I
Motivate and inspire pupils, staff, parents, governors and the wider school community	•		A	I
Communicate effectively	•			I
Act as a role model for pupils and staff by setting high personal and professional standards	•		A	I
Seek advice and support when necessary	•		A	I
Use appropriate leadership styles in different situations and understand their likely effects	•		A	

[E] PERSONAL SKILLS AND ABILITIES

	Essential	Desirable
Communication	•	
Interpersonal skills	•	
Stamina and resilience	•	
Confidence	•	
Listening skills	•	
Approachability	•	
Adaptability	•	
Flexibility	•	
Sensitivity to the needs of the wider community	•	
Ability to define, set and implement challenging goals	•	

[F] OTHER REQUIREMENTS

	Essential
Handwritten letter to Mr Nuno Santos –Costa outlining reasons for application	•
Application form should be completed in full	•
Application letter should address the criteria identified in the person specification	•

[G] CONFIDENTIAL REFERENCES AND REPORTS

	Essential
Written reference(s) only	•
Positive and supportive faith reference from priest where applicant regularly worships	•
Confirmation of professional & personal knowledge, skills & abilities referred to above.	•
Positive recommendation from current employer.	•
Satisfactory health and attendance record.	•