St Joseph’s Camberwell Catholic Schools’ Federation

Head of School Junior’s: PERSON SPECIFICATION

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| Category | Essential | Desirable |
| **1. Qualifications** | * Qualified teacher status * Evidence of continuing professional development relating to school leadership and management, and curriculum/ teaching and learning | * NPQH award * CCRS * MA in Catholic School Leadership |
| **2. Teaching Experience /Skills** | * Substantial, successful teaching experience * Successful experience of leading one or more subject areas * Evidence of accelerated levels of progress * Empathy with children | * Teaching experience in at least 2 of the key stages: Foundation Stage, KS1 and KS2 * Curriculum leadership in one or more core subjects |
| **2.2 Teaching Knowledge** | * A secure understanding of the requirements of the National Curriculum. * Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils * Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management * Secure knowledge of statutory requirements relating to the curriculum and assessment in all key stages * A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning | * Able to demonstrate a clear understanding of the use of IT in learning and teaching * Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to behaviour management |
| **2.3 Curriculum Experience /skills** | * Understanding of and ability to implement curriculum evaluation, monitoring and review including the effective use of data. | * Knowledge and experience of the creative curriculum |

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| **3.1 Leadership / Management experience /skills** | * Experience of a senior leadership team * Excellent organisational skills * Ability to organise work, prioritise tasks, make decisions and manage time effectively * Experience of effective monitoring and evaluation of teaching and learning * Ability to make decisions, including more difficult ones. | | * Experience as an effective deputy or assistant Headteacher * Experience of working with governors to enable them to fulfil whole-school responsibilities * Experience in contributing to and producing effective whole-school self-evaluation and improvement strategies | |
| 3.2 **Leadership /Management knowledge** | * Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement * Ability to initiate and manage change in pursuit of strategic objectives * Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these * Knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all pupils * Understanding of and commitment to promoting and safeguarding the welfare of pupils’ | | * Knowledge of the role of the governing body * Knowledge of the use of IT in administration * Understanding of Health and Safety issues within a school context and the responsibilities for ensuring a safe working environment for pupils and staff while also ensuring the educational enrichment of pupils | |
| **3.3 Leadership**  **aptitude** | * Committed to leading, sustaining and developing the Catholic ethos and life of the school * Ability to articulate and share a vision of primary education * Ability to inspire and motivate staff, pupils, parents and governors to achieve the aims of the school * Confidence * High expectations of pupils’ learning and attainment * Strong commitment to school improvement and raising achievement for all | | * Stamina and resilience * Optimism * Adaptable to changing circumstances & new ideas * Demonstrate commitment, reliability and integrity | |
| **Category** | | | **Essential** | | **Desirable** |
| **4. Personnel /CDP experience /skills** | | | * Experience of working in and leading staff teams * Ability to delegate work and support colleagues in undertaking responsibilities * Experience of leading/co-ordinating professional development opportunities * Experience of performance management and supporting the continuing professional development of colleagues * Secure understanding of strategies for performance management * Experience of offering challenge and support to improve performance | | * Ability to identify own learning needs and to support others in identifying their learning needs * Experience of working with other schools / organisations / agencies |
| 5. **Financial Management experience/ management and aptitude.** | | | * Have the capacity to understand budget setting and financial management procedures | | * Understanding of how financial and resource management enable a school to achieve its educational priorities * Understanding of effective budget planning and resource deployment |
| **6. Interpersonal skills** | | | * Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents, governors * Ability to provide clear information and advice to staff and governors * Ability to build and maintain good relationships * Ability to remain positive and enthusiastic when working under pressure | | * Experience of presenting reports to governors * Leading sessions to inform parents |

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| **Category** | **Essential** | **Desirable** |
| **7. Other requirements** | * Practising Catholic * Positive recommendation in professional references * Satisfactory health and attendance record * Commitment to apply the schools Equal Opportunities Policy |  |