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
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| **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
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| **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
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| **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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| Category | Essential | Desirable |
| **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
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| 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
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|  **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
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| **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
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| 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
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| **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
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