



ST. NORBERT'S
CATHOLIC PRIMARY SCHOOL

Diocese of Nottingham St Norbert's Catholic Primary School

Person Specification - Primary Headteacher

A TRAINING AND QUALIFICATIONS	Essential	Desirable	Source: A – Application I – Interview D - Documents R – References
Qualified Teacher Status	Y		A, D
Catholic Certificate of Religious Studies or equivalent		Y	A, D
National Professional Qualification for Headship (NPQH)*		Y	A, D
Management training or qualification		Y	A, D
Evidence of commitment to continuing professional and personal development	Y		A, I, D

B FAITH COMMITMENT	Essential	Desirable	Source
Practising Catholic with evidence of participation in life of faith community	Y		A, R
Sound understanding of the distinctive nature of the Catholic school/academy	Y		I, R
Able to articulate a philosophy for Catholic education	Y		I, R
Commitment to leadership role in spiritual development of pupils and staff	Y		I
Understanding of and commitment to curriculum Religious Education	Y		I
Experience in leading collective acts of worship		Y	A, I
Understanding the importance of sensitivity in working with other denominations and faiths in the local community	Y		I

C EXPERIENCE OF TEACHING AND SCHOOL/ACADEMY LEADERSHIP & MANAGEMENT	Essential	Desirable	Source
Experience of teaching in a Catholic school/academy		Y	A, I, R



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Experience of teaching in more than one school		Y	A, I
Effective senior leadership experience (i.e. HT, DHT or AHT) with demonstrable outcomes for children	Y		A, I, R
Experience in all three Key Stages of primary education		Y	A, I
Experience of successful implementation of strategies for raising achievement and ensuring effective teaching, learning and assessment	Y		A, I
Experience of monitoring and evaluating teaching and learning	Y		A, I, R
Experience of successfully leading and managing whole school change initiatives		Y	A, I, R
Experience of managing budgets successfully		Y	A, R

D	PROFESSIONAL KNOWLEDGE AND UNDERSTANDING	Essential	Desirable	Source
	Knowledge of relevant statutory requirements relating to schools/academies	Y		I
	Sound up-to-date knowledge of developments in education, teaching and learning, assessment and best practice	Y		I
	Understanding of the Catholic school/academy's role in the Parish and local community	Y		A, I
	Knowledge and understanding of the role of Governing Board in a Catholic Voluntary Aided School or Academy		Y	A, I
	Understanding of how high quality performance management for all staff is linked to the school improvement	Y		I
	Understanding of equal opportunities and able to put this into practice, including the need to prepare pupils for life in a multi-faith, multi-cultural society	Y		I, R
	Knowledge of the principles of financial management in schools/academies		Y	I

E	PROFESSIONAL COMPETENCIES	Essential	Desirable	Source
	To think strategically and develop a vision for the school/academy	Y		I
	To think analytically, making informed use of inspection, benchmarking and research findings	Y		I
	To investigate problems, evaluate options, identify solutions, make and implement plans and monitor outcomes	Y		A, I, R
	To provide a sense of community in the school/academy, where each individual is recognised as being created in the image and likeness of God	Y		I, R
	To work effectively within policies and procedures	Y		I, R
	To have a high standard of written & verbal communication skills	Y		A, I



To manage and motivate individuals and teams to achieve high standards of performance	Y		I, R
To manage conflict effectively	Y		I, R
To maintain positive relationships with parents, the local parish and with other individuals and agencies associated with the school/academy	Y		A, I, R
To be a competent user of ICT		Y	A, I, R

F PERSONAL ATTRIBUTES			
To command credibility and respect from all members of the school/academy community	Y		I, R
To have emotional resilience	Y		I, R
Able to adapt to changing circumstances and new ideas	Y		I, R
To be an inspiring role model for staff and pupils	Y		I, R

F SAFEGUARDING**	Essential	Desirable	Source:
Understanding of responsibilities of the Headteacher in ensuring compliance with Health and Safety Legislation	Y		A, I, R
Clear commitment to and understanding of child protection matters, the prevent agenda, safeguarding legislation and practice	Y		A, I, R
Satisfactory Enhanced Disclosure Barring System	Y		D

G OTHER REQUIREMENTS	Essential	Desirable	Source
CES application form should be completed in full	Y		A

St Norbert's Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate.