

HEADTEACHER SHORTLIST WORKING SHEET

The board often find a sheet such as the one below useful for recording their analysis of applicants and to inform discussion at the shortlisting meeting. If the work sheet is to be used, one copy for each applicant should be sent to the board with the copies of the applications. The essential criteria for appointment should be listed in the blank columns.

Name of applicant:	
Current school:	
Current post:	

1. Application form and supporting statement	E/D	Clearly meets	Some evidence	No evidence
Application form to be completed in full and legible	E			
Supporting statement to be clear, concise and related to the specific post and appointment criteria (1300 words max; font 12; portrait)	E			

2. Faith commitment	E/D	Clearly meets	Some evidence	No evidence
A practising Catholic (fulfilling the requirements of the <i>Diocesan Briefing Note</i>)	E			
Secure understanding of the distinctive nature of the Catholic school and Catholic education	E			
Understanding of the leadership role in spiritual development of pupils and staff	E			
Understanding of the school's role in the parish and diocese	E			
Involvement in parish community	D			
Leading school worship	E			

3. Qualifications	E/D	Clearly meets	Some evidence	No evidence
Qualified teacher status	E			
Degree	E			
Postgraduate level qualification	D			
CCRS/CTC (or equivalent) or commitment to obtaining the certificate	E			
National Professional Qualification for Headship (NPQH)	D			

4. Professional development	E/D	Clearly meets	Some evidence	No evidence
Evidence of appropriate professional development for the role of headteacher	E			
Evidence of professional development relating to Catholic ethos, mission and religious education	E			
Evidence of recent leadership and management professional development	E			
Evidence of working with other schools/organisations/agencies	E			
Evidence of appropriate safeguarding training at senior leadership level	E			

5. School leadership and management experience	E/D	Clearly meets	Some evidence	No evidence
Ability to articulate and share a vision for education within the context and mission of a Catholic school	E			
Ability to inspire and motivate staff, pupils, parents and the board to achieve the aims of Catholic education	E			
To have successful experience as an effective deputy headteacher	E			
To have taken a key role in school self-evaluation and development planning	E			
Knowledge of the role of the board in a Catholic school	E			

6. Experience and knowledge of teaching	E/D	Clearly meets	Some evidence	No evidence
Secure understanding of the requirements of the Religious Education Curriculum Directory and the National Curriculum	E			
Secure knowledge of statutory requirements relating to the curriculum and assessment	E			

7. Professional attributes	E/D	Clearly meets	Some evidence	No evidence
To have excellent written and oral communication skills (which will be assessed at all stages of the process)	E			

Notes:
