



HEADTEACHER

Person Specification

About the Role

St. Raphael's is a thriving Catholic primary school with a strong ethos, dedicated staff team, and supportive Parish community. We are looking for an inspirational, resilient, and faith-driven leader who is passionate about education, rooted in Catholic values, and committed to ensuring every child flourishes academically, socially, and spiritually.

Key Responsibilities

- Provide strategic leadership and clear direction in line with our Catholic mission and values.
- Promote excellence in teaching, learning, and assessment across the school.
- Foster a culture of inclusion, respect, and high expectations for pupils and staff.
- Strengthen partnerships with parents, governors, the Parish, and the wider community.
- Ensure the well-being and professional growth of staff.
- Lead by example, modelling integrity, resilience, and compassion.

The following outlines the key skills and experience we are looking for in the Headteacher of St Raphael's Catholic Primary School and our selection decision will be based on the criteria detailed within this document. The selection panel will assess each candidate against the criteria, expecting candidates to demonstrate knowledge and understanding of each area and show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the school context.

Please ensure when completing your application that you only address the relevant criteria as indicated below in the method of the assessment column. As appropriate your responses should include your role, the actions and decisions you took and the outcome or impact of your involvement. It is essential that your supporting statement does not exceed **1300 words** as recommended by the Catholic Education Service.

FAITH COMMITMENT		Form of Assessment
Essential Requirements		
1	A practising Catholic with a clear understanding of and commitment to the Catholic ethos of the school.	Application Form / Interview
2	Ability to lead and promote the spiritual development of staff and pupils.	Application Form / Interview
3	Ability to ensure that Religious Education and prayer and liturgy are central to school life	Application Form / Interview

4	Catholic Certificate in Religious Studies (CCRS) or equivalent	Application Form
Desirable Requirements		
	Experience of working closely with a Parish community.	Application Form
QUALIFICATIONS, EXPERIENCE AND TRAINING		
Essential Requirements		
5	Qualified Teacher Status, Award of the National Professional Qualification or other relevant professional qualification or evidence of research-based study	Application Form
6	At least three years of proven, successful senior leadership and management experience in a primary school	Application Form & Interview/Assessment
7	Appropriate Child Protection training and Designated Safeguarding Lead training successfully undertaken (Desirable)	Application form and interview
8	Experience of leading staff development and managing change.	Application Form & Interview/Assessment
Desirable Requirements		
	National Professional Qualification for Headship (NPQH) or equivalent leadership qualification.	Application Form
	Experience of working in a Catholic school.	Application Form
	Experience of working collaboratively with external agencies, networks, or partnerships.	Application Form
LEADERSHIP AND MANAGEMENT		
Essential Requirements		
9	Proven ability to articulate a clear vision and inspire others to achieve it.	Application Form & Interview/Assessment
10	Strong strategic planning and organisational skills	Application Form & Interview/Assessment

11	Ability to motivate and develop staff, building an effective and cohesive team.	Application Form & Interview/Assessment
12	Commitment to safeguarding and promoting the welfare of children.	Application Form & Interview/Assessment
13	Ability to work effectively with governors and other stakeholders	Application Form & Interview/Assessment
14	Successful engagement with Ofsted and/or Diocesan inspections	Application Form
Desirable Requirements		
	Experience of managing school finances and resources effectively	Application Form
TEACHING AND LEARNING		
Essential Requirements		
15	A proven track record as an excellent classroom practitioner.	Application Form & Interview
16	Strong understanding of effective curriculum design and assessment.	Application Form & Interview
17	Commitment to inclusion and meeting the needs of all learners.	Application Form & Interview
18	Ability to use data effectively to drive improvement.	Application Form & Interview/Assessment
Desirable Requirements		
	Experience of leading whole-school curriculum development	Application
PERSONAL QUALITIES		
Essential Requirements		
19	A strong personal faith and integrity	Application Form & Interview/Assessment
20	High levels of emotional intelligence, resilience, and empathy	Interview/Assessment
21	Excellent communication and interpersonal skills.	Interview/Assessment

22	A visible and approachable presence within the school community	Interview
23	Commitment to continuous professional and personal development	Interview
Desirable Requirements		
	Experience of coaching and mentoring future leaders.	Application Form & Interview/Assessment
	Evidence of creative and forward-thinking approaches to leadership	Interview/Assessment

Next Steps

We warmly encourage visits to our school to experience the St. Raphael's community first-hand.

For an application pack or to arrange a visit, please contact:

Vida Amofa – Tel: 0208 841 0848 | Email: vamofa@st-raphaels.ealing.sch.uk

- Closing date: Monday 13th October 2025 @ 13:00
- Shortlisting: 15th October 2025
- Interview: 21/22nd October 2025

Early applications are encouraged and applications will be assessed as they arrive. We reserve the right to close the selection process early should an exceptional candidate be identified at an early stage.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to enhanced DBS and other checks in line with safer recruitment practice.