



'Love one another'

Charlton House Independent School

Headteacher Personal Specification

Knowledge & Experience

- Good honours degree, extensive, successful teaching experience and significant evidence of appropriate continuing professional development.
- Strong academic and intellectual credentials and a good track record of pastoral experience and broad involvement in life outside the classroom.
- Proven leadership and management experience at a senior level, preferably within a comparable school environment; with an understanding of whole school management across the 4-11 age range.
- Proven track record of strong and effective leadership and school improvement as a Head or in another Senior Leadership role.
- A proven track record in leading teams and whole-school initiatives and embedding change in one or more key areas of responsibility.
- Experience of PR and marketing in an educational context and aspects of the 'business' side of a school in a competitive marketplace.
- In depth understanding of the key education issues and developments, from primary through to higher education and a desire to drive teaching and learning.
- Strong financial understanding and appreciation of rigorous financial management in a school context.
- Sound knowledge of the relevant regulatory and inspection frameworks and best practice in Safeguarding and pastoral care.

Personal Skills & Qualities

- Ability to inspire and motivate others; committed to and able to gain commitment to the specific aims, values and ethos of Charlton House Independent School and to quickly win the confidence of all members of the school community.
- Be a committed and practising Catholic, with a strong understanding of Catholic education, able to share their faith to further enrich the School's Christian ethos.
- Able to articulate a sound understanding of the distinctive nature of a Catholic school as a learning community and the role of the Board of Governors in preserving and promoting the school's Catholic character.
- Excellent role model setting high standards for self and others.
- Visible and aspirational leadership of a diverse and thriving school community with a commitment to diversity, equality and inclusiveness.
- Focused on people and their wellbeing with a commitment to providing the very best all-round care and education for pupils and promoting the welfare and professional development of staff.
- Excellent communicator with exceptional networking and interpersonal skills; a good listener as well as a confident and articulate speaker.

- Proactive strategic thinking and problem-solving skills, with the ability to formulate clear decisions that command support.
- Strong management skills; energetic, committed and able to manage and motivate teams in a transparent and open manner and operate with integrity.
- Ability to identify opportunities and encourage innovation whilst respecting the history and traditions of Charlton House and its predecessors.
- Approachable, engages and consults others when identifying and implementing change and innovation; evaluates impact and sees things through.
- Sound planning and organisational skills; effective prioritisation, delegation and time management.
- Strong decision-maker, taking action to identify and resolve issues based on sound judgement and analysis.