

URSULINE HIGH SCHOOL

HEAD OF YEAR (12/13)

PERSON SPECIFICATION

All applications will be short listed according to the criteria set out below.
You must complete the Catholic Education Service application form.

On your supporting statement please:

- **Write a section for each of the main headings**
- **Illustrate your points by describing an example/examples of your work**
- **In each example show how your skills, abilities and understanding contributed to the outcome**

Experience

- Qualified teacher status.
- Successful teaching experience across the ability and age range of a secondary school.
- Successful experience of curriculum or pastoral management.

Leadership

- Ability to express a clear vision and educational values for the school.
- Motivating and enabling others.
- Pursuing policies through to implementation.
- Developing and evaluating procedures, which promote high standards of behaviour and achievement.
- Ability to use your initiative to improve students' progress

Skills in the Management of People

- Work collaboratively with staff.
- Ability to develop collaborative teams.
- Negotiating, delegating, consulting and co-ordinating the efforts of others.
- Sensitivity, enthusiasm and energy in building consensus and resolving conflict.
- Identifying opportunities.
- Making judgements and taking decisions.

An awareness of quality in education provision

- A thorough knowledge of the secondary curriculum especially at KS5.
- A thorough knowledge and understanding of Safeguarding
- Identifying strengths and areas for development in teaching and learning through lesson observation.
- Experience of successfully raising standards.
- Identifying and meeting the needs of students of differing ability levels.
- Commitment to high levels of student development.
- Ability to analyse and evaluate

An understanding of educational issues

- Keeping up to date with educational issues.
- Understanding of student performance data and its use in target setting.
- Commitment to own CPD and that of staff.
- A passion for learning.

Effective communication, both orally and in writing with staff at all levels, students, parents, governors and outside agencies.

Commitment to safeguarding equal opportunities in principle and practice.

Commitment to the Catholic Ethos.