



St. Michael's Catholic High School

ASSISTANT HEADTEACHER PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status 	<ul style="list-style-type: none"> • Further relevant study/qualifications
Experience	<ul style="list-style-type: none"> • Proven track record of excellence • Positive relationships with young people • Teaching experience across the full ability and age range 11-16 • Middle leadership experience within a comprehensive secondary school • Proven record of raising standards of achievement and sustaining improvement • Experience of taking responsibility for implementation of whole school issues • Experience of working with and effectively managing staff • Success in the management of change • Experience of successfully managing a budget • Experience of working with parents 	<ul style="list-style-type: none"> • Experience in more than one school • Experience of working with governors • Experience of working with a range of external agencies • Experience of working in an 11-18 school • Experience of organisation of Whole School initiatives
Knowledge/Skills	<ul style="list-style-type: none"> • Excellent teaching skills • Excellent leadership, management and communication skills • Excellent team building skills • Excellent behaviour management skills • Working knowledge and understanding of the use of performance indicators • Excellent time management • Confident use of ICT in management role • Good knowledge and understanding of strategic management 	
Personal Qualities	<ul style="list-style-type: none"> • Passionate belief in Catholic comprehensive education • Ability to enthuse and inspire • Confidence and self-motivation • High level of integrity, honesty and fairness • Readiness to self-evaluate and reflect • Ability to work under pressure • Good listening skills • Ability to make decisions • Willingness to learn • Sense of humour • Team player 	<ul style="list-style-type: none"> • Desire for further promotion
Professional Development	<ul style="list-style-type: none"> • Evidence of further professional development relevant to existing management responsibilities 	<ul style="list-style-type: none"> • Evidence of professional development relevant to the job description for this post