

YEAR LEADER – WELL-BEING LEAD ST. PHILOMENA'S CATHOLIC HIGH SCHOOL FOR GIRLS

PERSON SPECIFICATION:

The person specification shows the abilities and skills you will need to carry out the duties in the Job Description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview you may be asked also to undertake practical tests to cover the skill and abilities shown below:

It would be desirable for all applicants to have the following experience, qualifications and knowledge. However the training will be given to suitable candidates.

Selection Criteria	Essential - These are qualities without which the Applicant could not be appointed • Qualified Teacher Status	Desirable - These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	A = Application I = Interview R = Reference
Quamications	DfE recognised teaching qualification		A
Experience	 Proven success/ability in teaching at secondary level Recent outstanding teaching experience in a Secondary school A track record in school improvement and the raising of standards to the highest level 	 Successful preparation of candidates for public examination Experience of direct leadership and management of a significant number of colleagues 	A AIR AR
Leadership and Management Skills	 Experience of Appraisal Review of colleagues Excellent record of punctuality and attendance 		A R A R

Communication Skills	Communicate effectively, orally and in writing to a range of audiences (pupils, parents, colleagues, governors, local authority and outside agencies)	Negotiate and consult effectively	AIR AR
Self Management	 Work under pressure: meet deadlines Prioritise and manage their own time effectively Achieve challenging professional goals 	checurery	AIR AI AIR
Knowledge and Skills	Demonstrate Emotional Intelligence and Social Awareness	Understand the use and application of ICT in a range of Contexts	I R
	 The purposes of "support for learning" & relationship to the whole school curriculum An understanding of the process of departmental review and self-evaluation An awareness of development planning and 		AIR AIR
Personal Attributes and Professional Qualities	 Personal impact and presence Adaptability to changing circumstances and new ideas and an ability to challenge the status quo High levels of motivation and a commitment to high standards Analytical, creative and flexible thinking Reliability and integrity 	 Self Confidence The ability to promote team values and encourage others to do the same Capacity to manage and enthuse professional staff in a way that promotes an atmosphere of co-operation and mutual support 	AI AI AIR AI AI AI AR
Special Requirements	 A willingness to support/uphold the Catholic ethos of the school. Working knowledge of the Data Protection Act. 	and made support	AI

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Flexible approach to	ΑI
working hours to meet the	
needs of the organisation.	
To participate fully in the life	ΑI
of the school	1
	ΑI
riamity to demonstrate a	AI
willingness to attend	
appropriate training and	
development.	
Willing to take part in an	ΑI
ongoing process of personal	
development and review.	
Willing and able to deal with	AIR
disruptive pupils, e.g. on	
truancy patrols, aggressive	
behaviour, etc.	
	Α Τ
Commitment to the schools The analysis and Malacase	ΑI
Ethos, Aims and Values.	
Commitment to maintaining	ΑI
confidentiality.	
Ability to understand and	ΑI
demonstrate commitment	
to Work within and promote	
compliance with the Equality	
Act (2010) through the	
School's Equality Duty	
Information and Objectives	
Document.	A T
Ability to comply with	ΑI
policies and procedures	
relating to child protection,	
health, safety and security,	
confidentiality, and data	
protection.	
A willingness to adhere to	
Health and Safety	ΑI
Regulations, including those	
relating to Manual Handling	
and Positioning of students,	
also the ability to ensure	
that the environment is safe	
to work in.	
	AID
Empathy with young people	AIR
facing barriers to their	
learning.	
A commitment to helping	ΑI
students achieve through	
education and learning.	
Must satisfy relevant pre-	
employment checks.	
This post will involve contact	
with vulnerable groups	
(children, young people	
and/or adults) and is	
therefore exempt from the	
Rehabilitation of Offenders	
Act 1974 and subject to an	

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Enhanced Disclosure and	
Barring Service (DBS) check.	
This exemption means that	
applicants for this post are	
required to declare all	
criminal convictions,	
cautions, reprimands and	
bind-overs both spent and	
unspent in their application,	
regardless of the passage of	
time.	