

Person Specification

**Assistant Headteacher**

**(Teaching & Learning)**

**Mission Statement**

*We aspire to embrace the Gospel and its values,*

*celebrating uniqueness and diversity.*

*Our learning, within an enterprise culture,*

*is based upon trust and respect which define*

*our relationships within the world family.*

*Everyone Matters.*

**Everyone Matters.**

***The school’s Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Shrewsbury Diocese.***

***The applicant will be required to safeguard and promote the welfare of children and young people.***

**Note: Candidates failing to meet any of the essential criteria will automatically be excluded**

The person appointed will be expected to be familiar with and able to demonstrate the skills, qualities and attributes listed below.

|  |  |  |
| --- | --- | --- |
| **Essential** | **Desirable** | **Source** |

**[A] Faith Commitment**

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| --- | --- | --- |
| 1. An appreciation and understanding of the distinctiveness of Catholic Education.
2. A willingness to actively support the Catholic Christian ethos of St Nicholas
 | Practising and committed Catholic Participation in faith life of the parish communityExperience in leading Whole School Acts of Worship | 1. AF / R / I
2. AF / I
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#### [B] Qualifications Training and Professional Development

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| --- | --- | --- |
| 1. Qualified teacher status
2. Degree level qualification
3. Evidence of regular, recent and appropriate professional development for the role of Assistant Headteacher
4. Has successfully undertaken the Secretary of State's (NCSL, CWDC or local authority) approved "safer recruitment" training or has a commitment to do so before taking up post/ within 12 months of taking up the post
 | * Graduate/Postgraduate level qualification
* NPQSL/ML
* Designation as SLE
* CCRS/CTC or commitment to obtaining the certificate
 | 1. Qualification Certificates
2. AF / I
3. AF / I
4. AF / I
 |

#### [C] Knowledge and Experience

|  |  |  |
| --- | --- | --- |
| 1. Knowledge of local and national policies, priorities and statutory frameworks relating to the development of effective teaching and learning
2. Clear commitment to and understanding of child protection matters, safeguarding legislation and practice
3. Recent effective leadership experience at middle or senior level
4. Evidence of securing positive outcomes for students as a middle or senior leader – with a particular focus on disadvantaged students
5. Substantial and successful teaching experience as an outstanding practitioner
6. Experience of leading/co-ordinating professional development opportunities that have impacted positively on student progress
7. To be able to exemplify how the needs of all students have been met through high quality teaching
8. Confidence in accessing, analysing, interpreting and synthesising information
9. Ability to enhance a balanced curriculum to enable all students to achieve their full potential
 | * Recent experience in a Catholic voluntary aided School
* Leadership of Teaching and Learning across the school
* Experience of teaching in more than one school
 | 1. AF / I / R
2. AF / R
3. AF / R
4. AF / I
5. AF / I
6. AF / I
7. AF / I
8. AF / I
9. AF / I
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#### [D] Strategic Leadership and Management

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| --- | --- | --- |
| 1. Evidence of successful strategies for planning, implementing, monitoring and evaluating the development of teaching and learning

 1. Ability to initiate and support research and debate on ‘effective pedagogy and practice’
2. Knowledge of what constitutes quality in educational provision and successful strategies for raising standards and the achievement of all students – with a particular focus on disadvantaged students
3. Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these to raise standards
4. Confidence to delegate management tasks, trust those responsible and monitor their implementation
5. Secure understanding of strategies for staff appraisal, pay and progression
6. Experience of offering challenge and support to improve performance
 | * Understanding of the role of the Governing Body in a Catholic School
 | 1. AF / I / R
2. AF / I
3. AF / I
4. AF / I / R
5. AF / I
6. AF / I
7. AF / I
 |

**[E] Professional Attributes**

|  |  |  |
| --- | --- | --- |
| 1. Demonstrate an understanding, awareness and empathy for the needs of the pupils at St Nicholas and how these could be met
2. Able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies
3. Excellent written and verbal communication skills (which will be assessed at all stages of the process).
4. A competent user of new technology
5. Show a good commitment to sustained attendance at work
6. Sense of perspective, stamina and resilience
7. Confidence and a sense of humour
8. Ability to work under pressure and to deadlines
9. Ability to sustain own motivation and that of other staff
10. Ability to prioritise and manage own time effectively
 |  | 1. AF / I
2. AF / I
3. AF / I
4. AF / I
5. AF / I
6. AF / I
7. AF / I
8. AF / I
9. AF / I
10. AF / I
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**[F] Personal Qualities**

|  |  |  |
| --- | --- | --- |
| 1. Continue to promote strong educational philosophy and values in accordance with St Nicholas Mission Statement
2. Inspire, challenge, motivate and empower teams and individuals to achieve high goals
3. Be a positive role model at all times, a highly effective and respected representative of St Nicholas
4. Be a strong and visible presence in all areas of school
5. Be approachable, person centred
6. Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people
7. Build and maintain quality relationships through interpersonal skills and effective communication
8. Demonstrate personal and professional integrity, including modelling values and vision
9. Inspire trust and confidence across the school and community
10. Be creative, dynamic
11. Manage and resolve conflict
12. Prioritise, plan and organise themselves and others
13. Think analytically and creatively and demonstrate initiative in solving problems
14. Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others
15. Able to empathise appropriately and take necessary next steps
16. Demonstrate a capacity for sustained hard work with energy and vigour
17. Demonstrate resilience and optimism
18. Demonstrate impact and presence
 |  | 1-18: Interview |

**[G] Confidential References and Reports**

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| --- | --- | --- |
| 1. Positive recommendation from all referees, including current employer.
2. A supportive reference from the Local Authority or other professional reference
3. For practising Catholics, a positive and supportive faith reference from a priest where the applicant regularly worships
 |  | 1. AF/R
2. AF/R
3. AF/R
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**[H] Application Form and Supporting Statement**

The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post.