



HEADTEACHER  
MR GLYN POTTS MBE DL

# Saint John Henry Newman Catholic College

## Academic Coordinator - Person Specification

### [A] Training and Qualifications

	Essential or Desirable	How/when measured?
Degree or equivalent.	D	A (Certificate)
GCSE English and Mathematics Grade C or Equivalent.	E	A (Certificate)
Practising catholic.	D	A/I

### [B] Experience

	Essential or Desirable	How/when measured?
Expertise of working with Microsoft Excel in order to produce and analyse large amounts of data for reporting to stake holders.	E	A/I
Experience of utilising school information management software, such as SIMS andSisra.	D	A/I
Experience delivering training to colleagues on the use of data systems as part of professional development.	E	A/I
Knowledge of progress data that informs College priorities and pupil intervention.	D	A/I/R
Experience of reporting to Post Holders and meeting deadlines within a fixed criteria	E	A/I/R
Experience of working to tight deadlines, such as following termly data collection.	E	A/I/R
Experience of working with pupils in relation to their academic performance.	D	A/I/R
Experience of working with distinct groups of pupils to meet subject and Faculty progress targets.	D	A/I/R
Experience of evaluating and preparing feedback on pupil's academic achievements and progress, and communicating progress with students and parents.	D	A/I/R



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## [C] Professional Knowledge and Understanding

***Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to the phase and to Catholic education:***

	Essential or Desirable	How/when measured?
Understanding of the importance of data protection and confidentiality within the school environment.	D	A/I/R
Knowledge of ICT to analyse data from examinations and internal school assessment.	D	A/I/R
Ability to co-ordinate whole school intervention, through timetabling and communicating via mail to students and parents, and monitor attendance and impact.	E	A/I
Knowledge of using appropriate data available to identify areas of improvement relating to the performance of specific pupil groups	D	A/I/R
Ability to produce regular reports on progress to the Deputy Headteacher, Assistant Headteacher and Subject Leaders.	E	A/I
Ability to supervise pupils and provide an appropriate balance of support and direction to staff.	E	A/I
High levels of tact, diplomacy, discretion and ability to demonstrate respect for the confidentiality of information.	E	A/I/R
Commitment to safeguarding and promoting the welfare of children and young people.	E	A/I
Ability to make sound judgements and prioritise multiple demands.	E	A/I
Ability to provide accurate information and meet internal and external deadlines.	E	A/I/R
Ability to interpret, develop and follow procedures.	E	A/I/R

## [D] Personal and Professional Skills, Qualities and Attributes

***Applicants should be able to provide evidence that they have the necessary qualities and attributes required by the post. These qualities may be demonstrated in a letter of application, however, it is more likely that they will be more fully assessed during the interview process and from the references. Within the context of a Catholic school applicants should be able to:***

	Essential or Desirable	How/when measured?
Interpersonal skills to build effective working relationships with pupils and staff across the school.	E	A/I/R
Communication skills to give detailed advice and guidance to others, both spoken and in writing, where they may have varying levels of skill in analysing and interpreting data.	E	A/I/R



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Ability to communicate promptly and effectively with parents/carers in relation to their child's academic progress, development, behaviour and attendance.	E	A/I
Analytical skills to investigate problems and information, drawing conclusions and making recommendations for action leading to specific pupil interventions.	E	A/I/R
Initiative to work without direct supervision and respond to unexpected problems.	E	A/I/R
Organisational skills to prioritise and re-prioritise own workload and complete tasks to potentially conflicting deadlines.	E	A/I/R

Ability to work flexibly according to the needs of the College between activities supporting pupils' learning and activities supporting the smooth and effective running of the school.	E	A/I/R
Think creatively to anticipate and solve problems.	E	A/I/R
To promote a positive ethos and good role model.	E	I/R
Occasional out of hours working to support college functions, such as holiday and weekend revision and parents' evenings.	E	I

## [E] Application Form and Letter

The appropriate application form should be **fully completed** and legible. The letter should be clear, concise and related to the specifics of the post identified as 'A' above.

## [G] Confidential References and Reports

Up to three referees should be nominated.

Only written references and reports should be provided and these should include a strong level of support for relevant professional and personal knowledge, skills and abilities referred to above. They should also provide:

A positive and supportive faith reference from a priest where the applicant regularly worships.	D
A positive recommendation from current employer.	E



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## **NORTH WEST DIOCESAN STATEMENT ON EQUAL OPPORTUNITIES IN EMPLOYMENT**

The principle of equal opportunity for all is consistent with social justice and with the Christian ideal of recognising the dignity and worth of all who work or wish to work in our schools. The governing body is therefore committed to employment procedures which comply with civil law and do not discriminate on grounds of age, gender, race, colour, nationality, religion, sexual orientation, ethnic origin or disability.

We recognise and value the current and future contribution to our school of staff who while not sharing our Catholic faith make a strong and sincere commitment to the school's Christian values and Mission Statement.

Some teaching posts include specific responsibility for providing leadership and direction in the religious life and Catholic identity of the school. In other appointments, where two or more candidates for teaching posts are equally strong in the context of the criteria for appointment, preference may be given to a candidate who is Catholic.

In addition, the governing body recognises that the school and our Catholic teachers are called to be witnesses to Christ's teachings. We therefore reserve the right as employers to take into consideration any personal behaviour or circumstances which are outside the recognised norms of the Church and which are genuinely within an individual's control. In doing so, we will seek always to give witness to the Christian pastoral principles of love, respect and reconciliation.



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