**Appointment of Assistant Headteacher**

**St Bernard’s RC Primary School, Burnage**

**Person Specification**

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| ***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 Diocese of Salford.******At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.***  ***The applicant will be required to safeguard and promote the welfare of children and young people.*** |

**Please address all required points within the application form and supporting statement, which should be no more than 1800 words.**

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

**[A] Faith Commitment**

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source** |
| * Practising Catholic | **E** |  | **A** |
| * Involvement in a parish community |  | **D** | **A/I/R** |

**[B] Qualifications**

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| **Qualification requirements** | **Essential** | **Desirable** | **Source** |
| Qualified teacher status | **E** |  | **A** |
| Degree | **E** |  | **A** |
| CCRS/CTC/CLP or commitment to obtaining the certificate | **E** |  | **A** |

**[C] Professional Development**

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| Evidence a commitment to continuous professional  development | **E** |  | **A/I** |
| Evidence of recent leadership and management professional development |  | **D** | **A/I** |

**[D] Professional Skills and Experience**

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| The candidate will be able to: | | | |
| Evidence involvement of staff, parents and governors in the process of establishing a shared aims, objectives  and values for the school | **E** |  | **A/I** |
| Support the work of colleagues and promote staff  development, with an understanding of its relevance to  performance management | **E** |  | **A/I** |
| Manage work load | **E** |  | **I** |
| Show strong interpersonal skills, responding appropriately  to both adults and children, both verbally and in writing, in  a range of settings |  |  | **A/I** |
| Organise staff, volunteers and tasks, often under pressure  and within given deadlines | **E** |  | **I/R** |
| Evidence of consistently good classroom management and practise reflected in outcomes | **E** |  | **A/I/R** |
| Evidence an active involvement in school self evaluation and improvement planning | **E** |  | **A/I** |
| Evidence successfully leading an area of curriculum development across primary age range | **E** |  | **A/I** |
| Evidence experience of and ability to contribute to staff development across the primary range. (E.g. coaching, mentoring, INSET for staff). | **E** |  | **A/I** |
| A competent user of new technology | **E** |  | **A/I** |
| Show a good commitment to sustained attendance at work | **E** |  | **A** |

**[E] Experience and knowledge of teaching**

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| Experience of working within the primary age range | **E** |  | **A/I** |
| Experience of high quality safeguarding practise and knowledge of current legislation | **E** |  | **A** |
| Experience of teaching in a school in similar circumstances/ serving a similar community. |  | **D** | **A/I** |
| Outstanding classroom management and practice | **E** |  | **A/I** |
| Have a calm approach and positive attitude to behaviour  management and a proven track record of the effective implementation of a range of behaviour management strategies | **E** |  | **A/ I/ R** |
| To have a working and current knowledge and understanding of all phases in primary education and good SEND provision | **E** |  | **A/I** |
| To be able to exemplify how the needs of all pupils (including vulnerable groups) have been met through high quality teaching. | **E** |  | **A/I/R** |
| Demonstrate an understanding, awareness and empathy for the needs of the pupils at St Bernard’s RC Primary School and how these could be met. | **E** |  | **A/I** |

**[F] Personal Qualities**

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| Continue to promote St Bernard’s R.C. Primary School’s strong education philosophy and values |  |  | **A/I** |
| Inspire, challenge, motivate and empower teams and individuals to achieve high goals | **E** |  | **A/I** |
| Be a positive role model at all times, a highly effective and respected representative of St Bernard’s RC Primary School. | **E** |  | **A/I/R** |
| Be a strong and visible presence in all areas of school | **E** |  | **A/I** |
| Be approachable, person centred | **E** |  | **A/I/R** |
| Build and Maintain quality relationships through interpersonal skills and effective communication | **E** |  | **A/I** |
| Demonstrate personal and professional integrity, including modelling values and vision | **E** |  | **A/I/R** |
| Inspire trust and confidence across the school and community | **E** |  | **A/I/R** |
| Be creative, dynamic | **E** |  | **A/I** |
| Manage and resolve conflict | **E** |  | **A/I** |
| Prioritise, plan and organise themselves and others | **E** |  | **A/I/R** |
| Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others | **E** |  | **A/I** |

**[I] Confidential References and Reports**

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| --- | --- |
| A positive and supportive faith reference from a priest where the applicant regularly worships. | **E** |
| Positive recommendation from all referees, including current employer (for deputy headship this should be Chair of Governors or headteacher.) | **E** |
| Another professional reference. | **E** |

**[h] Application Form and Supporting Statement**

The form must be fully completed and legible. Please structure your supporting statement under the following headings:

* Qualities and knowledge
* Pupils and staff
* Systems and process
* The self-improving school system