



St Philomena's

Catholic High School for Girls

HEAD OF YEAR – WELL-BEING LEAD (NON-TEACHING) 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	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
Qualifications	Relevant professional qualification or other accreditation. <ul style="list-style-type: none"> • Degree level qualification or equivalent ability/experience. • Level of numeracy and literacy sufficient to carry out the duties of the post. • Trained in safeguarding – Keeping Children Safe in Education (KCSIE) – annually in September 		A A A
Experience	<ul style="list-style-type: none"> • A track record in school improvement and the raising of standards to the highest level 	<ul style="list-style-type: none"> • Successful preparation of candidates for public examination • Experience of direct leadership and management of a significant number of colleagues • 	A I R A R A R

Leadership and Management Skills	<ul style="list-style-type: none"> • Experience of Appraisal Review of colleagues • Excellent record of punctuality and attendance 		<p>A R</p> <p>A R</p>
Communication Skills	<ul style="list-style-type: none"> • Communicate effectively, orally and in writing to a range of audiences (pupils, parents, colleagues, governors, local authority and outside agencies) 	<ul style="list-style-type: none"> • Negotiate and consult effectively 	<p>A I R</p> <p>A R</p>
Self Management	<ul style="list-style-type: none"> • Work under pressure: meet deadlines • Prioritise and manage their own time effectively • Achieve challenging professional goals 		<p>A I R</p> <p>A I</p> <p>A I R</p>
Knowledge and Skills	<ul style="list-style-type: none"> • Demonstrate Emotional Intelligence and Social Awareness • 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 target setting 	<ul style="list-style-type: none"> • Understand the use and application of ICT in a range of Contexts 	<p>I R</p> <p>A I</p> <p>A I R</p> <p>A I R</p> <p>A I</p>
Personal Attributes and Professional Qualities	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<p>A I</p> <p>A I</p> <p>A I R</p> <p>A I</p> <p>A I</p> <p>A R</p> <p>A R</p>

	<p>(children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an 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.</p>		
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